

Kentucky Career Profiles



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KENTUCKY CAREER PROFILES

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INTRODUCTION

Are you looking for information about careers, job openings, wages, advancement opportunities, or skill requirements for a particular occupation? The **Kentucky Career Profiles** can help readers make well-informed career decisions by providing up-to-date career and labor market information in an easy-to-use format.

The **Kentucky Career Profiles** provide information for over 150 occupations. Some appear separately, while others are grouped together based on their similarity. The profiles do not include information on every occupation, but account for 68 percent of all anticipated job openings to 2014. Employment trends and projected job openings for unlisted occupations can be found in the **Kentucky Occupational Outlook to 2014** publication.

If you are interested in a particular profession, the profiles provide detailed information, such as the necessary skills and abilities, typical tasks and working conditions, and the localities that employ the majority of workers. Each individual profile offers a variety of information to assist you in the decision making process.

You may want to compare occupations to help you decide which would best utilize your particular skills. Learning which jobs are growing or declining and which offer limited advancement opportunities might influence your decisions.

In addition to descriptions and details of each occupation, these profiles also provide Kentucky labor market statistics. Each occupation offers current and projected statewide employment figures, the number of annual job openings, the median annual and hourly earnings, the midrange annual earnings, and the distribution of employment by percentage throughout the state.

Each profile is concise, informative, and only a page in length. These profiles can stand alone as a resource or be combined with additional publications, such as those listed at the end of this introduction.

Additional career and labor market information is available online at the **Workforce Kentucky** site www.workforcekentucky.ky.gov.

INFORMATION, SOURCES, AND EXPLANATIONS

This publication is a product of the Research and Statistics (R&S) Branch, Lelia Todd-Manager, Betty Aitken, Ashley Jones, Barrett Ross, and Justin Watterson. Thanks to the Occupational Employment Statistics (OES) unit, Barbara Tipton, Lydia Johnson, Tricia Payne, Janie Washburn, and Rita Bramblett, for their research and collection of data.

Recognition should be given to the Occupation Information Network (O*NET) for the worker characteristics and requirements. A more extensive list is available on the O*NET website online.onetcenter.org.

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The **Occupational Outlook** series provides the most recent statistics available on the employment outlook in a specific area within the state. These area statistics are listed by specific occupations, projected employment, and the annual average job openings.

Occupational Outlook Series

Kentucky (Statewide)	Kentucky River
Barren River	Lake Cumberland
Big Sandy	Lincoln Trail
Bluegrass	KIPDA
Buffalo Trace and Gateway	Northern Kentucky
Cumberland Valley	Pennyrile
FIVCO	Purchase
Green River	

The **Council on Postsecondary Education** (www.cpe.ky.gov) is the state coordinating board for postsecondary and adult education in Kentucky. The Council coordinates change and improvement in postsecondary and adult education and provides information and resources for all Kentuckians to increase their level of education.

The **Kentucky Higher Education Assistance Authority (KHEAA)** (www.kheaa.com) is a public corporation and government agency established to improve students' access to higher education. KHEAA administers several financial aid programs and disseminates a wealth of information about higher education opportunities.

The **Kentucky Community and Technical College System (KCTCS)** (www.kctcs.edu) provides programs that are relevant to the workplace. Through KCTCS, Kentucky's two-year colleges work together to achieve academic excellence, economic growth, and lifelong learning. They assist students in preparing for exciting careers in such varied fields as computers, health-care, and business. KCTCS colleges move rapidly to add or change academic and technical programs to stay relevant to today's economy. KCTCS forges partnerships between colleges and businesses to provide Kentucky workers with the skills they need today, and to help industries and individuals develop the capabilities they will need tomorrow.

NATIONAL INFORMATION LINKS

The **Occupational Information Network (O*NET)** online.onetcenter.org system serves as the nation's primary source of occupational information. It provides comprehensive information on key attributes and characteristics of workers and occupations. The updated database contains information on hundreds of standardized and occupation-specific descriptors. O*NET provides the basis for Career Exploration Tools, a set of valuable assessment instruments for anyone who is looking for information on choosing or changing a career.

America's Job Exchange www.americasjobexchange.com is a comprehensive, career management portal designed to "Change Your World" when it comes to finding a new job or filling a position. Developed by the same team that created the first Internet-based job portal, America's Job Exchange offers trusted, comprehensive, and free career management services to job seekers, employers and states.

America's Career InfoNet www.acinet.org can help you identify career options and plan your education. You can explore occupations, search for wage and benefit information, view resume samples, learn what qualifications are necessary for jobs that interest you and much more.

The **Occupational Outlook Handbook** www.bls.gov/oco.htm developed by the *US Department of Labor, Bureau of Labor Statistics* provides information on nature of work, working conditions, employment, training, advancement, qualifications, job outlook, earnings, related occupations, and sources of additional information for over 250 different occupations covering 7 out of 8 jobs in the economy.

The **US Department of Labor** www.dol.gov has the primary mission of finding work for job seekers. Nearly all government employment sites are accessible from this all-inclusive site.

The **National Center for Education Statistics Integrated Post-secondary Education Data System (IPEDS) College Opportunities Online** nces.ed.gov/ipeds/cool lists institutions of higher learning in a database that is searchable by geographic region, type of degree, topic of program study, and total enrollment. This can be used in conjunction with the profiles to determine potential places of study for each particular occupational profile.

JOB DESCRIPTION

Coordinate the operations of public & private sector organizations. Formulate policies, manage daily operations, & plan the use of materials & human resources. Includes owners & managers who head small business establishments whose duties are primarily managerial.

EDUCATION

Bachelor's degree & higher plus experience. May vary depending on industry or field.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Convey information effectively; communicate effectively in writing as appropriate for the needs of an audience; active listening; adjust actions in relation to others' actions; use logic & reasoning to identify the strengths & weaknesses of alternative solutions or approaches to problems.

ABILITIES

Oral & written comprehension & expression; ability to combine pieces of information to form general rules or conclusions; speech clarity.

KNOWLEDGE

Know business & management principles; understand English language; know law & government; know education & training methods; know economics & accounting; know personnel & human resources.

TASKS

Interview, hire & train new employees, or oversee those processes. Coordinate organization's financial activities. Establish & implement departmental policies, goals, objectives, & procedures. Manage staff, preparing work schedules & assigning specific duties. Direct activities such as sales promotions. Determine goods & services to be sold.

WORK ACTIVITIES

Analyze financial data & management reports or records; apply conflict resolution techniques, customer service techniques, & interviewing skills; assign work to staff or employees; conduct or attend staff meetings; develop budgets; coordinate staff activities; evaluate performance of employees; explain rules, policies or regulations; implement staff policies.

WORK CONTEXT

Must have highly developed personal skills. Must be able to quickly assess large amounts of information & data. Must be able to communicate clearly & persuasively. Other qualities include leadership, self-confidence, motivation, decisiveness, flexibility, & determination.

ADVANCEMENT OPPORTUNITIES

Might encourage advancement by becoming familiar with the latest developments in management techniques at national or local training programs or executive development programs.

WORKING CONDITIONS

Work indoors, often in comfortable, spacious offices. May travel often. Likely to work full week in addition to some evenings & weekends. Possibility of transfers for private sector executives.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
29,902	31,980

Average growth to 2014. Around 921 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$41.48	\$86,280	\$63,160 – 118,150
Kentucky	\$33.10	\$68,840	\$51,120 – 89,790

LOCATION

One quarter of job openings in Louisville area; one fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 12 percent work for religious organizations; others spread across a wide variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Chief deputy; chief operations officer; supervisor; district managers; operations managers.

RELATED OCCUPATIONS

Any management, supervisor, or coordinator position.

JOB DESCRIPTION

Determine the demand for products & services offered by a firm & its competitors & identify potential customers. Develop pricing strategies with the goal of maximizing profits or share of the market while ensuring the customers are satisfied. Oversee product development or monitor trends that indicate the need for new products & services.

EDUCATION

Bachelor's degree & higher plus experience.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Critical thinking; coordination; active learning; reading comprehension; writing.

ABILITIES

Written & oral comprehension; oral expression; speech clarity; deductive reasoning.

KNOWLEDGE

Sales & marketing; customer & personal service; administration & management; English language proficiency; communications & media.

TASKS

Advise groups on factors affecting the buying & selling of products & services. Conduct economic & commercial surveys to identify potential markets. Confer with legal staff to resolve copyright & royalty sharing problems. Consult with buying personnel & product development personnel. Participate in promotional activities. Develop pricing strategies. Develop marketing strategy based on knowledge of a variety of factors. Negotiate contracts with vendors & distributors.

WORK ACTIVITIES

Analyze data or information; communicate with superiors, subordinates, & peers; obtain information; make decisions & solve problems; use computers to process information; estimate quantifiable characteristics of products, events, & information; provide consultation to others.

ADVANCEMENT OPPORTUNITIES

Branch or department financial managers may ascend to top positions in the organization. Those with extensive experience & access to sufficient capital may start their own consulting firms.

WORKING CONDITIONS

Work indoors in comfortable offices but also sometimes in the field. Direct access to state-of-the-art computer services & information systems. Work extensive hours, often totaling up to 50 to 60 per week. Occasional travel to subsidiary firms or to meet customers.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,028	2,177

Average growth to 2014. Around 62 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$44.56	\$92,680	\$65,830 – 129,590
Kentucky	\$34.77	\$72,310	\$53,580 – 99,390

LOCATION

Two fifths of job openings in Louisville area; one fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Advertising, marketing, promotions, & public relations managers.

RELATED OCCUPATIONS

Actors, producers, & directors; artists & related workers; demonstrators, product promoters, & models; market & survey researchers; public relations specialists; sales representatives, wholesale & manufacturing; & writers & editors.

JOB DESCRIPTION

Direct the distribution or movement of a product or service to customers. Coordinate sales distribution by establishing sales territories, quotas, & goals. Analyze sales statistics to determine sales potential & inventory requirements & monitor the preferences of customers.

EDUCATION

Bachelor's degree & higher plus experience.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking effectively; active listening; being aware of others' reactions & understanding why they react as they do; time management; mathematics; monitoring yourself & others; active learning.

ABILITIES

Oral expression & comprehension; ability to read & understand ideas presented in writing; ability to come up with ideas; written expression; speech clarity; visualization; inductive & deductive reason.

KNOWLEDGE

Sales & marketing; business & management principles; mathematics; computers & electronics; English language proficiency; customer service.

TASKS

Resolve customer complaints regarding sales & service. Monitor customer preferences. Direct & coordinate activities involving sales. Determine price schedules & discount rates. Review operational records & reports to project sales & determine profitability. Coordinate & review activities in sales. Consult with department heads. Prepare budgets & approve budget expenditures. Represent company at trade meetings.

WORK ACTIVITIES

Communicate with persons outside organization; make decisions & solve problems; communicate with supervisors, peers, or subordinates & with persons outside organization; maintain interpersonal relationships; stay knowledgeable; obtain information.

ADVANCEMENT OPPORTUNITIES

Experience, ability, & leadership are emphasized for promotion, but advancement can be accelerated through participation in management training programs & through additional education in-house or at local colleges & universities.

WORKING CONDITIONS

Work in offices close to those of top managers. Long hours, including evenings & weekends, are common. Substantial travel may be involved. Job transfers between headquarters & regional offices are common. Converse via telephone & email often. Important to maintain contacts. Will often coordinate & lead others in a team environment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
4,099	4,622

Average growth to 2014. Around 138 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$42.11	\$87,580	\$59,180 – 127,820
Kentucky	\$33.44	\$69,550	\$50,590 – 98,860

LOCATION

A third of all job openings in Louisville area; about one fifth in Bluegrass area; nearly one sixth in Northern Kentucky; others statewide.

INDUSTRIES OF EMPLOYMENT

Sales management occupations occur in a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Advertising, marketing, promotions, & public relations managers.

RELATED OCCUPATIONS

Actors, producers, & directors; artists & related workers; demonstrators, product promoters, & models; market & survey researchers; public relations specialists; sales representatives, wholesale & manufacturing; & writers & editors.

JOB DESCRIPTION

Coordinate supportive services of an organization, such as record keeping, mail distribution & other office support services. May oversee facilities planning & maintenance & custodial operations.

EDUCATION

Bachelor's degree & higher plus experience.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking effectively; active listening; being aware of others' reactions & understanding why they react as they do; instruction; time management; reading comprehension; active listening; active learning; writing.

ABILITIES

Oral expression & comprehension; speech clarity; ability to read & understand information & ideas presented in writing; ability to come up with ideas; written expression; inductive reasoning; ability to tell when something is wrong or is likely to go wrong.

KNOWLEDGE

Business & management principles; administrative & clerical procedures; personnel & human resources procedures; English language proficiency; customer service.

TASKS

Acquire, distribute & store supplies. Analyze internal processes & implement policy changes to improve operations. Conduct classes to teach procedures to staff. Coordinate the supportive services department. Dispose of surplus or unclaimed property. Hire & terminate clerical & administrative personnel. Manage leasing of facility space. Oversee construction, repair, & maintenance within facility. Participate in architectural & engineering planning & design. Plan budgets for contracts. Prepare & review operational reports & schedules to ensure accuracy & efficiency. Set goals & deadlines for the department.

WORK ACTIVITIES

Communicate with persons outside organization; make decisions & solve problems; communicate with supervisors, peers, or subordinates & with persons outside organization; organize, plan, & prioritize work; obtain information.

ADVANCEMENT OPPORTUNITIES

Move to other management positions or to a larger organization. Certified Administrative Manager (CAM) designation offered by the Institute of Certified Professional Managers can increase advancement potential. Earning a Master's Degree will also aid promotion.

WORKING CONDITIONS

Work in offices close to those of top managers. Long hours, including evenings & weekends, are common. Substantial travel may be involved. Job transfers between headquarters & regional offices are common. Converse via telephone & email often. Frequently necessary to have face-to-face discussions. Will often coordinate & lead others in a team environment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,117	2,345

Average growth to 2014. Around 19 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$30.78	\$64,020	\$45,460 – 86,730
Kentucky	\$24.70	\$51,370	\$39,550 – 67,630

LOCATION

A third of job openings in Louisville area; one fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Administrative services managers are represented in many industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Office & administrative support worker supervisors & managers; cost estimators; property, real estate, & community association managers; purchasing managers, buyers, & purchasing agents; & top executives.

JOB DESCRIPTION

Coordinate activities in such fields as electronic data processing, information systems, systems analysis, & computer programming.

EDUCATION

Bachelor's degree & higher plus experience.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking effectively; active listening; adjusting actions to actions of others; writing; being aware of the actions of others & understanding why they react as they do; reading comprehension; active listening; active learning; management of personnel; operations analysis.

ABILITIES

Oral expression & comprehension; speech clarity; ability to read & understand information & ideas presented in writing; written expression; inductive & deductive reasoning; mathematical reasoning & facility.

KNOWLEDGE

Business & management principles; administrative & clerical procedures; personnel & human resources procedures; English language proficiency; customer service; psychology & mathematics; computers & electronics; economics & accounting principles.

TASKS

Assign & review the work of systems analysts, programmers, & others. Consult with users, management, vendors, & technicians to assess needs & system requirements. Develop computer information resources. Evaluate data processing proposals. Direct daily operations of department. Evaluate technology use & needs & recommend improvements. Develop & interpret organizational goals, policies, & procedures. Manage backup, security & user help systems.

WORK ACTIVITIES

Direct subordinates; make decisions & solve problems; maintain interpersonal relationships; coordinate work & activities of others; keep knowledge up to date; obtain information.

ADVANCEMENT OPPORTUNITIES

Possible to become managers in non-technical areas such as marketing, human resources, or sales.

WORKING CONDITIONS

Work 40 hours a week in an office environment. Overtime is common when system malfunctions & errors occur. Substantial travel may be involved, depending on the size of the network in geographic terms. Important to be accurate. Crucial to maintain contact with others. Will often coordinate & lead others in a team environment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,732	3,204

Fast growth to 2014. Around 107 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$46.41	\$96,520	\$75,240 – 123,140
Kentucky	\$35.15	\$73,110	\$57,760 – 91,400

LOCATION

Nearly two fifths of job openings in Louisville area; one fifth in Bluegrass area; a tenth in Northern Kentucky; others statewide.

INDUSTRIES OF EMPLOYMENT

Computer & information systems managers occur in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Computer programmers; computer software engineers; computer systems analysts, database administrators, & computer scientists; & computer support specialists & systems administrators.

JOB DESCRIPTION

Coordinate the financial activities of an organization or a branch or department within that organization.

EDUCATION

Bachelor's degree & higher plus experience.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Critical thinking; active listening; systems analysis & evaluation; writing; complex problem solving; reading comprehension; mathematics; judgment & decision making; management of financial resources.

ABILITIES

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written & oral expression; deductive reasoning; mathematical reasoning & facility.

KNOWLEDGE

Business & management principles; law & government; personnel & human resources procedures; English language proficiency; economics & accounting principles; mathematics.

TASKS

Coordinate the financial planning of all or part of an organization. Develop internal control policies, guidelines, & procedures for activities. Prepare & direct preparation of all financial reports required by regulatory agencies. Advise management on short-term & long-term financial objectives. Analyze financial details of past, present, & expected operations in order to make improvements. Evaluate needs for procurement of funds. Maintain current knowledge of organizational policies & procedures. Supervise financial reporting & budgeting duties.

WORK ACTIVITIES

Analyze data or information; communicate with superiors, subordinates, & peers; obtain information; make decisions & solve problems; document & record information; estimate quantifiable characteristics of products, events, & information; provide consultation to others.

ADVANCEMENT OPPORTUNITIES

Branch or department financial managers may ascend to top positions in the organization. Those with extensive experience & access to sufficient capital may start their own consulting firms.

WORKING CONDITIONS

Direct access to state-of-the-art computer services & information systems. Work extensive hours, often totaling up to 50 to 60 per week. Occasional travel to subsidiary firms or to meet customers. Accuracy is imperative. Must maintain contact with others & coordinate & lead others within a group.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
7,352	7,180

Average growth to 2014. Around 177 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$41.48	\$86,280	\$63,160 – 118,150
Kentucky	\$33.10	\$68,840	\$51,120 – 89,790

LOCATION

A third of job openings in Louisville area; one fifth in Bluegrass area; one tenth in Northern Kentucky; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Treasurers, controllers, & chief financial officers; financial managers, branch or department.

RELATED OCCUPATIONS

Accountants & auditors; budget analysts; financial analysts & personal financial advisors; insurance underwriters; loan counselors & officers; securities, commodities, & financial services sales agents; & real estate brokers & sales agents.

JOB DESCRIPTION

Coordinate transportation, storage, or distribution activities in accordance with governmental policies & regulations.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Critical thinking; active listening; systems analysis & evaluation; writing; complex problem solving; reading comprehension; mathematics; judgment & decision making; management of financial resources.

ABILITIES

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written & oral expression; deductive reasoning; mathematical reasoning & facility.

KNOWLEDGE

Business & management principles; law & government; mathematics; personnel & human resources procedures; English language proficiency; economics & accounting principles.

TASKS

Analyze expenditures in order to develop budgets for increasing profits & improving services. Collaborate with managers & staff members in order to implement policies, procedures, goals, & objectives. Direct activities related to dispatching, routing, & tracking transportation vehicles. Coordinate activities of operations department in order to obtain use of equipment, facilities, & human resources. Direct procurement processes. Monitor operations to ensure safety & regulatory guidelines are met. Negotiate & authorize contracts with suppliers. Organize & manage the work of subordinate staff.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; estimate the quantifiable characteristics of products, events, or information; scheduling; guide & direct subordinates.

ADVANCEMENT OPPORTUNITIES

Depend on the size & nature of the organization & an individual's performance & qualifications.

WORKING CONDITIONS

Work in an office setting. Full workweek with occasional overtime to meet deadlines. May spend time standing or walking, depending on facility. Sometimes required to resolve conflicts. Accuracy is key & errors come with consequence. Must lead others within a group. Responsible for the safety of others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,660	1,876

Average growth to 2014. Around 58 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$33.23	\$69,120	\$52,790 – 89,900
Kentucky	\$29.75	\$61,870	\$45,130 – 80,470

LOCATION

Over two fifths of all job openings in Louisville area; nearly one fifth in both Bluegrass & Northern Kentucky areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 17 percent are couriers; remainder in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Logistics managers; transportation managers; storage & distribution managers.

RELATED OCCUPATIONS

Industrial production managers; purchasing; transportation managers; management analysts; public transportation inspectors.

JOB DESCRIPTION

Coordinate activities related to the construction & maintenance of structures, facilities, & systems. Participate in the conceptual development of a construction project & oversee its implementation.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Critical thinking; active learning; management of personnel resources; adjusting actions in relation to actions of others; reading comprehension; mathematics; judgment & decision making; time management.

ABILITIES

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written expression; ability to tell when something is wrong or is likely to go wrong.

KNOWLEDGE

Business & management principles; building & construction; personnel & human resources procedures; English language proficiency; public safety & security; mathematics.

TASKS

Confer with supervisors, owners, contractors, & design professionals to discuss matters such as work procedures, complaints, & construction problems. Determine labor requirements & dispatch workers to construction sites. Direct & supervise workers. Interpret & explain plans & contract terms to staff & clients. Plan, organize, & direct activities concerned with the construction & maintenance. Maintain budget & financial plans. Schedule projects. Oversee workers who complete specific pieces of the project. Study job specifications to determine appropriate methods. Develop & implement quality control programs.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; inspect equipment, structures & material; make decisions & solve problems; guide & direct subordinates; monitor processes, material & surroundings.

ADVANCEMENT OPPORTUNITIES

Vary depending upon an individual's performance & the size & type of company for which they work. Can become an independent consultant.

WORKING CONDITIONS

Work mostly indoors, but sometimes outdoors in the elements. Full workweek with occasional overtime & possible "on call" status in the event of delays or problems. Work from a main office or a field office located onsite. Often required to survey a job site on foot. Requires protective gear at times. Uncomfortable noise levels are possible.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
5,687	6,602

Fast growth to 2014. Around 1,145 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$34.74	\$72,260	\$55,010 – 96,300
Kentucky	\$27.59	\$57,390	\$47,730 – 70,720

LOCATION

A quarter of job openings in each of the Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 44 percent of construction managers are self-employed; the rest are spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Architects, except landscape & naval; civil engineers; cost estimators; landscape architects; & engineering & natural sciences managers.

JOB DESCRIPTION

Plan, direct, or coordinate activities of an organization or department that serves food & beverages.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Critical thinking; management of material & financial resources; management of personnel resources; adjusting actions in relation to actions of others; service orientation; mathematics; judgment & decision making; time management.

ABILITIES

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; deductive reasoning; mathematical reasoning & facility; speech clarity.

KNOWLEDGE

Business & management principles; customer service; personnel & human resources procedures; English language proficiency; mathematics; law & government; economics & accounting; public safety & security.

TASKS

Monitor compliance with health & fire regulations regarding food preparation & serving, & building maintenance in lodging & dining facilities. Plan menus & food utilization based on different variables. Direct worker training programs, resolve personnel problems, hire new staff, & evaluate employee performance in dining & lodging facilities. Estimate product consumption in order to prepare inventory. Monitor food preparation methods & sizes. Monitor budgets & payroll records. Investigate & resolve complaints. Review menus & assign prices to menu items.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; monitor & control resources; identify objects, actions, & events; guide & direct subordinates; monitor processes, material & surroundings.

ADVANCEMENT OPPORTUNITIES

The Foodservice Management Professional certification (FMP) awarded by the National Restaurant Association may aid in advancement.

WORKING CONDITIONS

Work indoors. Full workweek with plenty of overtime. Usually open & close the establishment. Must be able to deal with irate customers & uncooperative employees. Potential for minor kitchen injuries like burns. Must interact with others, including external customers. Spend a good amount of time standing & walking/running. Responsible for the health & safety of others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
7,507	8,836

Fast growth to 2014. Around 1,661 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$19.87	\$41,340	\$32,690 – 52,810
Kentucky	\$16.18	\$33,650	\$28,390 – 42,160

LOCATION

Over one quarter of job openings in Louisville area; around one sixth in each of the Bluegrass & Northern Kentucky areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Food service & drinking places employ about 56 percent of food service managers; about 32 percent are self-employed; rest occur in a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Lodging managers; sales worker supervisors; first-line supervisors or managers of food preparation & serving workers.

JOB DESCRIPTION

Perform various tasks to arrange & direct funeral services, such as coordinating transportation of body to mortuary for embalming, interviewing family or other authorized person to arrange details, selecting pallbearers, procuring official for religious rites, & providing transportation for mourners.

EDUCATION

Associate's degree. Licensing available through the Kentucky Board of Embalmers & Funeral Directors.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; service orientation; coordination; social perceptiveness; speaking.

ABILITIES

Oral expression & comprehension; problem sensitivity; speech clarity & recognition.

KNOWLEDGE

Customer & personal service; administration & management; English language proficiency; administrative & clerical procedures; psychology.

TASKS

Arrange for clergy members to perform needed services. Inform pallbearers & honorary groups of their duties. Close caskets & lead funeral corteges to churches or burial sites. Consult with families or friends of the deceased to arrange funerals. Contact cemeteries to schedule arrangements. Direct shipment of bodies for out-of-state burial. Inform survivors of benefits for which they may be eligible. Obtain information needed to complete legal documents. Offer counsel & comfort to bereaved. Oversee the preparation & care of the remains of people who have died. Perform embalming duties as necessary. Provide or arrange transportation between sites for mourners.

WORK ACTIVITIES

Work with the general public; obtain information; assist & care for others; establish & maintain interpersonal relationships; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities generally are best in larger funeral homes. May earn promotions to higher paying positions such as branch manager or general manager. Some eventually acquire enough money & experience to establish their own funeral homes.

WORKING CONDITIONS

Often work long, irregular hours. Occupation can be highly stressful. Many are on call at all hours. Shiftwork sometimes includes evenings & weekends. May come into contact with the remains of persons who had contagious diseases, but possibility of infection is remote if strict health regulations are followed. Must dress appropriately.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
781	840

Fast growth to 2014. Around 33 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.90	\$47,630	\$36,540 – 63,010
Kentucky	\$22.90	\$47,620	\$34,890 – 66,290

LOCATION

One sixth of occupations in each of the Louisville, Northern Kentucky, & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 77 percent work in death care services; the remaining 23 percent are self-employed.

ALTERNATE OCCUPATIONAL TITLES

Morticians; embalmers; undertakers; funeral attendants.

RELATED OCCUPATIONS

Social workers; psychologists; physicians & surgeons.

JOB DESCRIPTION

Coordinate medicine & health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

EDUCATION

Bachelor's degree & higher plus experience. Licensing through the Kentucky Board of Licensure for Nursing Home Administrators.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Critical thinking; active learning; monitoring; actively looking for ways to help people; service orientation; writing; judgment & decision making; time management; speaking effectively; reading comprehension.

ABILITIES

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; ability to tell when something is wrong or is likely to go wrong; inductive & deductive reasoning; written expression; speech clarity & recognition.

KNOWLEDGE

Business & management principles; customer service; personnel & human resources procedures; English language proficiency; medicine & dentistry; law & government; education & training; public safety & security; computers. & electronics; therapy & counseling.

TASKS

Direct, supervise, establish objectives, & evaluate work activities of medical personnel. Recruit & hire staff. Develop & maintain computerized record management systems to store & process data & to produce reports. Implement organizational policies & procedures for the facility or medical unit. Conduct & administer fiscal operations. Establish work schedules & assignments for staff. Maintain communication between governing boards, medical staff, & department heads. Monitor & ensure effective use of resources. Maintain awareness of advances in medicine.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; make decisions & solve problems; coordinate the work & activities of others; monitor processes, material & surroundings.

ADVANCEMENT OPPORTUNITIES

Advance through extended experience, ability, & leadership & potentially through management training activities. May move into upper management or open one's own business.

WORKING CONDITIONS

Work indoors in hospitals & clinics most often. Long hours including nights & weekends are common. The potential for stress & pressure exist in a medical environment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,926	4,489

Fast growth to 2014. Around 144 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$33.51	\$69,700	\$54,620 – 90,050
Kentucky	\$31.62	\$65,770	\$53,360 – 82,920

LOCATION

Over one quarter of job openings in Louisville area; a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Hospitals employ about 37 percent of medical & health services managers; the rest are spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Insurance underwriters; social & community service managers.

JOB DESCRIPTION

Plan, organize, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget & policies regarding participant involvement, program requirement, & benefits. May involve directing social workers, counselors, or probation officers.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; speaking; social perceptiveness; time management; instructing.

ABILITIES

Oral & written comprehension; oral & written expression; speech clarity; problem sensitivity.

KNOWLEDGE

English language proficiency; education & training; psychology; customer & personal service; sociology & anthropology.

TASKS

Act as consultants to staff & other community programs regarding the interpretation of program-related policies. Analyze proposed legislation, regulations, or rule changes to determine how agency services could be impacted. Direct activities of staff members & volunteers. Direct fundraising activities & the preparation of public relations materials. Establish & maintain relationships with other. Establish & oversee administrative procedures to meet objectives. Evaluate staff performance. Plan & administer budgets. Prepare & maintain records & reports. Recruit new staff. Research & analyze member or community needs to determine program directions & goals.

WORK ACTIVITIES

Establish & maintain interpersonal relationships; make decisions & solve problems; communicate with peers, supervisors, & subordinates; work directly with the public; obtain information.

ADVANCEMENT OPPORTUNITIES

May ascend to top positions in the community depending on experience level & accomplishments.

WORKING CONDITIONS

Will likely work indoors depending upon the organization's activities. Standard 40-hour workweek is common, but weekends & evenings may arise if necessary. Must maintain contact with others & coordinate & lead others within a group.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,499	1,704

Fast growth to 2014. Around 59 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$23.80	\$49,500	\$37,810 – 65,240
Kentucky	n/a	n/a	n/a

LOCATION

Almost one quarter of job openings in Louisville area; one fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 20 percent work for state government; 19 percent in individual & family services; rest occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Grant manager; field director; outreach coordinator; welfare officer; vocational rehabilitation administrator.

RELATED OCCUPATIONS

Most management, business, & financial occupations; legislators; medical & health services managers; social & human services assistants; personal & home care aides.

JOB DESCRIPTION

Review settled claims to determine that payments & settlements have been made in accordance with company practices & procedures. Report all irregularities. Confer with legal counsel on claims requiring litigation.

EDUCATION

Long-term on-the-job training. Licensing through the Kentucky Office of Insurance.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Reading comprehension; judgment & decision making; active listening; time management; writing; critical thinking.

ABILITIES

Deductive & inductive reasoning; oral & written comprehension & expression; problem sensitivity; speech clarity.

KNOWLEDGE

Customer & personal service; English language proficiency; computers & electronics; mathematics; law & government; administrative & clerical procedures.

TASKS

Investigate, evaluate & settle claims, applying technical knowledge & human relations skills to effect fair & prompt disposal of cases & to contribute to a reduced loss ratio. Analyze data used in settling claim to determine its validity in payment of claims. Confer with legal counsel on claims requiring litigation. Report overpayments, underpayments, & other irregularities. Analyze information gathered by investigation & reports findings & recommendations. Collect evidence to support contested claims in court.

WORK ACTIVITIES

Obtain, document, & record information; communicate with people inside & outside an organization; interact with computers; establish & maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

May be promoted to more responsible managerial or administrative jobs with experience. May also rise to supervisor or manager of the investigations department. Many choose to start their own independent adjusting or auto damage appraising firms.

WORKING CONDITIONS

Working environments vary greatly. Most work a 40-hour week in a typical office, but will sometimes work outside of office, especially appraisers. Some weekend & evening work might occur. Confrontations with claimants can often be stressful & dangerous.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,406	2,762

Fast growth to 2014. Around 80 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.21	\$46,190	\$35,800 – 59,760
Kentucky	\$21.36	\$44,430	\$34,240 – 57,040

LOCATION

Nearly half of job openings in Louisville area; one tenth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 54 percent work for agencies, brokerages, & other insurance related activities; 37 percent for insurance carriers; remaining spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Claims examiners; claims investigators.

RELATED OCCUPATIONS

Cost estimators; bill & account collectors; medical records & health information technicians; billing & posting clerks; credit authorizers, checkers, & clerks; bookkeeping, accounting, & auditing clerks; tax examiners, collectors, & revenue agents; accountants & auditors.

JOB DESCRIPTION

Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Mathematics; writing; reading comprehension; time management; active listening.

ABILITIES

Oral & written expression & comprehension; information ordering; near vision; speech clarity & recognition; inductive, deductive, & mathematical reasoning.

KNOWLEDGE

Administration & management; English language proficiency; customer & personal service; production & processing; mathematics.

TASKS

Analyze blueprints, specifications, proposals, & other documentation, to prepare time, cost, & labor estimates. Compute cost factors used for preparing estimates for management & determining cost effectiveness. Conduct special studies to develop & establish standard hour & related cost data or to effect cost reduction. Consult with clients, vendors, or other individuals to discuss & formulate estimates & resolve issues. Prepare estimates for selecting vendors or subcontractors, & determining cost effectiveness.

WORK ACTIVITIES

Communicate with persons both inside & outside of organization; obtain information; schedule work & activities; establish & maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

Often comes in the form of higher pay & prestige. Some move into management positions. May go into business as consultants, providing estimating services for a fee.

WORKING CONDITIONS

Most time spent in an office, but might make visits to sites for estimates. Normally work a 40-hour week, but overtime is common. Might frequently travel between a firm's headquarters & its subsidiaries. Often work under pressure & stress, especially when facing deadlines. Accuracy is imperative.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,368	2,625

Fast growth to 2014. Around 93 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$25.01	\$52,020	\$39,950 – 68,260
Kentucky	\$22.08	\$45,930	\$35,150 – 56,430

LOCATION

Over a third of job openings in Louisville area; nearly one fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 22 percent work for building equipment contractors; 11 percent for foundation, structure, & building exterior contractors; 11 percent in nonresidential building construction; remaining spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Building estimator; construction estimator; sales engineer; project manager; design consultant.

RELATED OCCUPATIONS

Accountants & auditors; budget analysts; claims adjusters, appraisers, examiners, & investigators; economists; financial analysts & personal financial advisors; insurance underwriters; loan officers; market & survey researchers; operations research analysts; industrial production managers; construction managers.

JOB DESCRIPTION

Recruit & place workers.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; service orientation; active listening; speaking; persuasion; service orientation; negotiation.

ABILITIES

Oral expression & comprehension; speech clarity & recognition.

KNOWLEDGE

English language proficiency; customer & personal service; administration & management; clerical & administrative procedures; foreign language; personnel & human resources; education & training.

TASKS

Conduct or arranges for skills, intelligence, or psychological testing of applicants. Contact employers to solicit orders for job vacancies & record information on forms to describe duties, hiring requirements, & related data. Evaluate selection & testing techniques by conducting research or follow-up activities & conferring with management & supervisory personnel. Inform applicants of job duties & responsibilities, compensation & benefits, work schedules, working conditions, promotional opportunities, & other related information. Interview job applicants to select people who meet employer qualifications.

WORK ACTIVITIES

Interact with computers; work directly with the public; establish & maintain interpersonal relationships; obtain information; judge the qualities of things, services, or people; organize, plan, & prioritize work.

ADVANCEMENT OPPORTUNITIES

May advance to a managerial position. Exceptional human resources workers may be promoted to director of human resources or industrial relations, which can eventually lead to a top managerial or executive position. Others may join a consulting firm or open their own business.

WORKING CONDITIONS

Usually work in office setting. Most work a standard 35- to 40-hour week. Some might travel extensively for recruitment at campuses, job fairs, or other events.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,753	1,924

Average growth to 2014. Around 53 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$20.08	\$41,780	\$32,120 – 56,680
Kentucky	\$15.04	\$31,290	\$24,670 – 37,960

LOCATION

Nearly a third of job openings in Louisville area; about a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 18 percent work in employment services; 18 percent for state government; 12 percent for management, scientific, & technical consulting services; others occur in various industries.

ALTERNATE OCCUPATIONAL TITLES

Interviewers; personnel recruiters.

RELATED OCCUPATIONS

Counselors; education administrators; public relations specialists; lawyers; psychologists; social & human service assistants; social workers.

JOB DESCRIPTION

Conduct training & development programs for employees.

EDUCATION

Bachelor's degree & higher.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Time management; active listening; writing; speaking effectively; reading comprehension.

ABILITIES

Oral expression & comprehension; deductive reasoning; speech clarity.

KNOWLEDGE

Education & training; customer service; personnel & human resources procedures; English language proficiency; administrative & clerical procedures.

TASKS

Keep up with developments in area of expertise. Present information, using a variety of instructional techniques & formats. Schedule classes based on availability of classrooms, equipment, & instructors. Organize, develop, or obtain training procedure manuals, guides, & course materials. Offer specific training programs to help workers maintain or improve job skills. Monitor, evaluate & record training activities & program effectiveness. Attend meetings & seminars to obtain information for use in training programs. Coordinate recruitment & placement of training program participants. Evaluate training materials prepared by instructors, such as outlines, text, & handouts. Develop alternative training methods if expected improvements are not seen.

WORK ACTIVITIES

Communicate with supervisors, peers, & subordinates; train & teach others; develop objectives & strategies; organize, plan, & prioritize work; obtain information.

ADVANCEMENT OPPORTUNITIES

May be promoted to director of personnel or industrial relations, which can eventually lead to a top managerial or executive position.

WORKING CONDITIONS

Work indoors in clean, comfortable offices. Usually a 35- to 40- hour week, but overtime is possible in some cases. Recruiters & arbitrators may travel extensively. Must maintain contact with others, including external customers. Coordinate & lead others. Will enter into face-to-face discussions with frequency of conflict situations. Must draft letters & memos. Important to be exact & accurate.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,968	3,297

Average growth to 2014. Around 85 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.05	\$45,870	\$34,640 – 59,690
Kentucky	\$19.77	\$41,130	\$31,070 – 53,520

LOCATION

Approximately one quarter of job openings in each of the Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 17 percent of training & development specialists work in general government; others spread among a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Human resources, training, & labor relations managers & specialists.

RELATED OCCUPATIONS

Counselors; education administrators; social & human service assistants; public relations specialists; lawyers; psychologists; social workers.

JOB DESCRIPTION

Conduct organizational studies & evaluations, design systems & procedures, conduct work simplifications & measurement studies, & prepare operations & procedures manuals to assist management in operating more efficiently & effectively.

EDUCATION

Bachelor's degree & higher, plus work experience.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Writing; active listening; reading comprehension; systems evaluation & analysis; reading comprehension; critical thinking; judgment & decision making; complex problem solving.

ABILITIES

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written expression; ability to tell when something is wrong or is likely to go wrong; speech clarity.

KNOWLEDGE

Education & training; personnel & human resources procedures; English language proficiency; business & management principles; mathematics.

TASKS

Review forms & reports, & confer with management to identify problems & suggest improvements. Implement records management program for filing, protection, & retrieval of records, & assure compliance with program. Interview personnel & conduct on-site observation. Prepare manuals & train workers in use of new forms, reports, procedures or equipment, according to organizational policy. Evaluate & recommend changes of forms & reports. Recommend purchase of storage equipment, & design area layout. Plan study of work problems. Gather & organize information on problems or procedures. Prepare recommendations for implementation of new systems or procedures.

WORK ACTIVITIES

Communicate with supervisors, peers, & subordinates; provide advice to others; develop objectives & strategies; organize, plan, & prioritize work; obtain & process information; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Those with exceptional skills might open their own firm.

WORKING CONDITIONS

Split time between office & client sites. Travel is essential. Mostly a 40-hour workweek, but uncompensated overtime is possible in order to meet deadlines. Self-employed analysts set their own hours. Must maintain contact with others. Coordinate & lead others. Responsible for outcomes & results. Important to be precise.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,877	3,237

Average growth to 2014. Around 83 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$31.91	\$66,380	\$49,600 – 90,080
Kentucky	\$27.86	\$57,950	\$42,950 – 75,760

LOCATION

Nearly half of job openings in Louisville area; nearly one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 29 percent are self-employed; 14 percent work in management, scientific, & technical consulting services; others occur in several industries.

ALTERNATE OCCUPATIONAL TITLES

Operations research analysts; program analysts; management consultants.

RELATED OCCUPATIONS

Accountants & auditors; budget analysts; cost estimators; financial analysts & personal financial advisors; operations research analysts; economists; market & survey researchers.

JOB DESCRIPTION

Analyze financial information & prepare financial reports or accounting records to determine or maintain record of assets, liabilities, profit & loss, tax liability, or other financial activities within an organization.

EDUCATION

Bachelor's degree & higher; licensing through the Kentucky Board of Accountancy.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Mathematics; active listening; systems evaluation & analysis; reading comprehension; critical thinking; judgment & decision making; complex problem solving; monitoring.

ABILITIES

Oral & written expression; mathematical reasoning & facility; ability to tell when something is wrong or is likely to go wrong; speech clarity; deductive reasoning.

KNOWLEDGE

Economics & accounting; mathematics; computers; customer service; English language proficiency.

TASKS

Advise clients in areas of financial concern. Advise management about issues such as resource utilization, tax strategies, & the assumptions underlying budget forecasts. Analyze business operations, trends, costs, revenues, financial commitments, & obligations, to project future revenues & expenses or to provide advice. Appraise property values. Compute taxes for returns. Maintain financial data records in computer databases. Investigate bankruptcies & prepare reports. Maintain & examine the records of government agencies. Examine financial reports to assess accuracy. Provide auditing services to businesses & individuals. Represent clients before taxing authorities.

WORK ACTIVITIES

Communicate with supervisors, peers, & subordinates; provide advice to others; maintain interpersonal relationships; organize, plan, & prioritize work; obtain, process, document, & record information; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Attain management positions; work for the Internal Revenue Service.

WORKING CONDITIONS

Work indoors in typical office setting. May travel to client sites. Work normal forty hour week, sometimes longer. Tax specialists are especially busy during tax season. Must work in team environment. Important to be accurate. Responsible for outcomes & results. Maintain contacts through email & telephone.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
10,311	11,821

Fast growth to 2014. Around 377 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$25.10	\$52,210	\$40,900 – 68,430
Kentucky	\$27.86	\$57,950	\$42,950 – 75,760

LOCATION

Almost two fifths of job openings in Louisville area; about one fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 28 percent work in accounting, tax preparation, bookkeeping, & payroll services; 12 percent are self-employed others are spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Budget analysts; cost estimators; loan officers; financial analysts & personal financial advisors; tax examiners, collectors, & revenue agents; bill & account collectors; bookkeeping, accounting, & auditing clerks.

JOB DESCRIPTION

Advise clients on financial plans utilizing knowledge of tax & investment strategies, securities, insurance, pension plans, & real estate.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; speaking; mathematics; judgment & decision making; service orientation.

ABILITIES

Number facility; mathematical reasoning; oral comprehension; problem sensitivity; oral expression.

KNOWLEDGE

Economics & accounting; mathematics; administration & management; customer & personal service; English language proficiency.

TASKS

Analyze financial information to determine strategies for meeting clients' financial objectives. Authorize release of financial aid funds to students. Build & maintain client bases. Collect information from students to determine their eligibility for specific financial aid programs. Conduct seminars & workshops on financial planning. Contact clients periodically to determine if there have been changes in their financial status. Devise debt liquidation plans. Guide clients in the gathering of information such as bank account records, income tax returns, life & disability insurance records, pension plan information, & wills. Interview clients in order to develop a financial plan. Monitor financial market trends to ensure that plans are effective, & to identify any necessary updates. Participate in the selection of candidates for specific financial aid awards. Recommend strategies clients can use to achieve their financial goals & objectives. Review clients' accounts & plans regularly to determine whether life changes, economic changes, or financial performance indicate a need for plan reassessment.

WORK ACTIVITIES

Provide consultation & advice to others; communicate with persons outside an organization; obtain, document, & record information.

ADVANCEMENT OPPORTUNITIES

May move into managerial positions, but most advance by accumulating clients & managing more assets. Also may obtain the Chartered Financial Consultant (ChFC) designation, which requires experience & the completion of an eight-course program of study.

WORKING CONDITIONS

Usually work indoors in safe, comfortable offices or one's own home. Many enjoy the challenge of helping firms or people make financial decisions. Usually work standard business hours, but also may schedule evening & weekend meetings with clients. Many teach evening classes or hold seminars in order to bring in more clients.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
737	914

Very fast growth to 2014. Around 34 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$30.53	\$63,500	\$42,110 – 107,470
Kentucky	\$22.80	\$47,420	\$34,340 – 71,190

LOCATION

Over two fifths of job openings in Louisville area; nearly one fifth in Bluegrass area; one seventh in Northern Kentucky area; rest statewide.

INDUSTRIES OF EMPLOYMENT

Almost 40 percent are self-employed; 17 percent work in depository credit intermediation; 13 percent in other financial investment activities; others spread throughout several industries.

ALTERNATE OCCUPATIONAL TITLES

Budget counselor; asset manager; credit counselor; portfolio manager; investment consultant.

RELATED OCCUPATIONS

Accountants & auditors; financial managers; insurance sales agents; real estate brokers & sales agents; securities, commodities, & financial services sales agents.

JOB DESCRIPTION

Develop general computer applications software or specialized utility programs. Analyze user needs & develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze & design databases.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Programming; mathematics; troubleshooting; scientific rules & methods; operations analysis.

ABILITIES

Oral & written expression; oral & written comprehension; mathematical reasoning; inductive reasoning.

KNOWLEDGE

Education & training; business & management principles; mathematics; engineering & technology; computers & electronics; English language proficiency; design techniques.

TASKS

Analyze information to determine, recommend, & plan computer specifications & layouts. Analyze user needs & software requirements to determine feasibility of design within time & cost constraints. Confer with others to design system & to obtain information on project limitations & capabilities, performance requirements & interfaces. Coordinate software system installation & monitor equipment functioning to ensure specifications are met. Design, develop & modify software systems. Determine system performance standards. Develop & direct software system testing & validation procedures, programming, & documentation. Store, retrieve, & manipulate data for analysis of system capabilities & requirements.

WORK ACTIVITIES

Interact with computers; advise & consult with others; draft, lay out, & specify technical devices, parts, & equipment; think creatively; maintain up-to-date knowledge.

ADVANCEMENT OPPORTUNITIES

Advance to management roles through experience.

WORKING CONDITIONS

Comfortable office settings. Potential travel in order to deal with customers. Important to be accurate. Maintain contact with others, including external customers. Spend time sitting at a computer station. Susceptible to eyestrain, back discomfort, & hand & wrist problems, such as carpal tunnel syndrome.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,541	4,464

Very fast growth to 2014. Around 148 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$37.06	\$77,090	\$60,420 – 94,970
Kentucky	\$27.84	\$57,920	\$46,800 – 73,080

LOCATION

Over one third of all job openings in Louisville area; nearly a third in Bluegrass area; almost one sixth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 39 percent work in computer systems design & related services; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Computer systems analysts, database administrators, & computer scientists; computer programmers; financial analysts & personal financial advisors; computer hardware engineers; computer support specialists & systems administrators; statisticians; mathematicians; management analysts; actuaries; operations research analysts.

JOB DESCRIPTION

Develop & test operating systems-level software, compilers, & network distribution software for general computing applications. Set operational specifications & formulate & analyze software requirements.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Programming; mathematics; troubleshooting; scientific rules & methods; operations analysis.

ABILITIES

Oral & written expression; oral & written comprehension; mathematical reasoning; inductive reasoning.

KNOWLEDGE

Education & training; mathematics; engineering & technology; English language proficiency; management principles; computers & electronics; business & design techniques.

TASKS

Analyze information to determine, recommend, & plan computer specifications & layouts. Analyze user needs & software requirements to determine feasibility of design within time & cost constraints. Confer with others to design system & to obtain information on project limitations & capabilities, performance requirements & interfaces. Coordinate software system installation & monitor equipment functioning to ensure specifications are met. Design, develop & modify software systems. Determine system performance standards. Develop & direct software system testing & validation procedures, programming, & documentation. Store, retrieve, & manipulate data for analysis of system capabilities & requirements.

WORK ACTIVITIES

Interact with computers; advise & consult with others; draft, lay out, & specify technical devices, parts, & equipment; think creatively; maintain up-to-date knowledge.

ADVANCEMENT OPPORTUNITIES

Advance to management roles through experience.

WORKING CONDITIONS

Comfortable office settings. Potential travel in order to deal with customers.. Important to be accurate. Maintain contact with others, including external customers. Spend time sitting at a computer station. Susceptible to eyestrain, back discomfort, & hand & wrist problems, such as carpal tunnel syndrome.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,168	1,481

Very fast growth to 2014. Around 50 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$39.48	\$82,120	\$65,070 – 101,780
Kentucky	\$31.45	\$65,420	\$51,680 – 78,830

LOCATION

Nearly half of job openings in Louisville area; almost a quarter in Bluegrass area; over a tenth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 22 percent work for insurance carriers; 17 percent work in computer systems, design, & related services; rest spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Computer systems analysts, database administrators, & computer scientists; computer programmers; financial analysts & personal financial advisors; computer hardware engineers; computer support specialists & systems administrators; statisticians; mathematicians; management analysts; actuaries; operations research analysts.

JOB DESCRIPTION

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients. May provide assistance concerning the use of computer hardware & software.

EDUCATION

Associate's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Instructing; operations analysis; quality control analysis; troubleshooting; reading comprehension; critical thinking; active listening; judgment & decision making; equipment selection; operation monitoring.

ABILITIES

Oral expression; oral & written comprehension; problem sensitivity; speech clarity; near vision.

KNOWLEDGE

Education & training; telecommunications; English language proficiency; computers & electronics; mathematics; engineering & technology.

TASKS

Answer user inquiries regarding computer software & hardware operation to resolve problems. Observe system functioning to verify correct operations & detect errors. Maintain record of daily activities. Read technical manuals, confer with users, & conduct computer diagnostics to investigate & resolve problems. Maintain knowledge of hardware & software. Refer major hardware or software problems or defective products to vendors or technicians for service. Conduct office automation feasibility studies. Confer with staff, users, & management to establish requirements for new systems or modifications. Develop training materials & procedures, and/or train users in the proper use of hardware & software.

WORK ACTIVITIES

Interact with computers; obtain information; identify objects, events, & actions; make decisions & solve problems; maintain up-to-date knowledge; repair & maintain electronic equipment.

ADVANCEMENT OPPORTUNITIES

Continuing training & maintaining a current knowledge will improve opportunity for advancement.

WORKING CONDITIONS

Comfortable office settings. Usually a 40-hour week, but overtime may be necessary for major technical issues. Might be on call. As technology advances, will be able to remotely access problems more & more. Coordinate & lead others. Important to be accurate. Maintain contact with others. Spend time sitting at a computer station.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
5,632	6,656

Fast growth to 2014. Around 184 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$19.52	\$40,610	\$31,070 – 52,840
Kentucky	\$16.68	\$34,700	\$27,200 – 44,290

LOCATION

Over a third of all job openings in Louisville area; over a quarter in Bluegrass area; rest statewide.

INDUSTRIES OF EMPLOYMENT

About 12 percent work in computer systems design & related services; others spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Systems administrators.

RELATED OCCUPATIONS

Computer programmers; computer software engineers; computer systems analysts, database administrators, & computer scientists.

JOB DESCRIPTION

Analyze data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, & problems to improve existing systems & review computer system capabilities. May supervise computer programmers.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Programming; writing; troubleshooting; operations analysis; reading comprehension.

ABILITIES

Written expression; oral & written comprehension; mathematical reasoning; deductive reasoning; near vision.

KNOWLEDGE

Education & training; computers & electronics; mathematics; English language proficiency; customer service.

TASKS

Analyze information processing or computation needs & plan & design computer systems. Assess the usefulness of pre-developed application packages & adapt them to a user environment. Confer with clients regarding the nature of the information processing or computation needs a computer program is to address. Define the goals of the system & devise flow charts & diagrams describing logical operational steps of programs. Determine computer software or hardware needed to set up or alter system. Develop system design procedures, test procedures, & quality standards. Modify system to improve work flow. Provide staff & users with assistance solving computer related problems, such as malfunctions & program problems. May recommend new equipment or software packages.

WORK ACTIVITIES

Interact with computers; obtain information; provide consultation to others; think creatively; maintain up-to-date knowledge; communicate with peers, supervisors, or subordinates.

ADVANCEMENT OPPORTUNITIES

Vendor & professional certifications can greatly aid advancement.

WORKING CONDITIONS

Comfortable office settings. Usually a forty-hour week, but overtime may be necessary for deadlines or specific problems. As technology advances, will be more able to remotely access problems. Coordinate & lead others. Important to be accurate. Must maintain contact with others. Use of hands & consequence of error.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,395	5,144

Fast growth to 2014. Around 142 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$32.84	\$68,300	\$54,070 – 85,210
Kentucky	\$30.06	\$62,530	\$49,240 – 75,150

LOCATION

Over two fifths of all job openings in Louisville area; about a quarter in Bluegrass area; a tenth in Northern Kentucky; rest statewide.

INDUSTRIES OF EMPLOYMENT

Over 16 percent work in computer systems design & related services; others spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Database administrators; computer scientists.

RELATED OCCUPATIONS

Computer programmers; computer software engineers; computer & information systems managers; financial analysts & personal financial advisors; urban & regional planners; engineers; mathematicians; statisticians; operations research analysts; management analysts.

JOB DESCRIPTION

Coordinate changes to computer databases, test & implement the database applying knowledge of database management systems. May also implement security measures to safeguard computer databases.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active learning; troubleshooting; critical thinking; coordination; active listening.

ABILITIES

Problem sensitivity; near vision; deductive & inductive reasoning; written comprehension; information ordering.

KNOWLEDGE

Computers & electronics; mathematics; administration & management; customer & personal service; education & training.

TASKS

Supervise the installation & testing of new products & improvements to computer systems such as the installation of new databases. Develop data model describing data elements & how they are used. Develop methods for integrating different products so they work properly together. Oversee the use & acquisition of software. Identify & evaluate industry trends in database systems to serve as a source of information & advice for upper management. Modify existing databases & database management systems. Implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure. Revise company definition of data as defined in data dictionary. Specify users & user access levels for each segment of database. Test programs or databases, correct errors & make necessary modifications. Train users & answer questions.

WORK ACTIVITIES

Interact with computers; process & analyze data or information; identify objects, actions, & events; communicate with supervisors, peers, & subordinates.

ADVANCEMENT OPPORTUNITIES

Technological advances come so rapidly in the computer field that continuous study is necessary to keep one's skills up to date. Employers, hardware & software vendors, colleges & universities, & private training institutions offer continuing education. Certification may demonstrate a level of competence in a particular field for potential advancement.

WORKING CONDITIONS

Normally work in offices or laboratories in comfortable surroundings. Usually work about 40 hours a week, but evening or weekend work may be necessary to meet deadlines or solve specific problems. As networks expand, more work can be done from remote locations. May be susceptible to eyestrain, back discomfort, & hand & wrist problems.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,099	1,360

Very fast growth to 2014. Around 45 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$30.41	\$63,250	\$46,920 – 83,040
Kentucky	\$27.27	\$56,720	\$42,230 – 70,210

LOCATION

Almost a third of job openings in Louisville area; over two fifths in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 23 percent work in computer systems design & related services; remaining spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Network administrator; systems analyst; information architect; computer consultant; chief technology officer (CTO).

RELATED OCCUPATIONS

Computer programmers; computer software engineers; computer & information systems managers; engineers; mathematicians; statisticians.

JOB DESCRIPTION

Install, configure, & support an organization's local area network (LAN), wide area network (WAN), & internet system or a segment of a network system. Maintain network hardware & software. Monitor network to ensure network availability to all system users & perform necessary maintenance to support network availability.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Programming; operations analysis; writing; installation; critical thinking; instructing; mathematics; technology design; active listening.

ABILITIES

Oral expression; oral & written comprehension; deductive reasoning; near vision.

KNOWLEDGE

Mathematics; computers & electronics; administration & management; English language proficiency; public safety & security.

TASKS

Confer with network users about how to solve system problems. Test computer hardware, networking software & operating system software. Diagnose hardware & software problems, & replace defective components. Maintain & administer computer networks & related computing environments. Monitor network performance in order to determine whether adjustments need to be made. Operate master consoles in order to monitor the performance of computer systems & networks. Perform backups & recovery operations. Implement network security measures in order to protect data, software, & hardware. Recommend changes to improve systems & network configurations.

WORK ACTIVITIES

Interact with computers; make decisions & solve problems; provide consultation to others; document & record information.

ADVANCEMENT OPPORTUNITIES

Vendor & professional certifications can greatly aid advancement.

WORKING CONDITIONS

Comfortable office settings, mostly sitting at a desk. Usually a forty-hour week, but overtime may be necessary for deadlines or specific problems. As technology advances, will be more able to remotely access problems. Coordinate & lead others. Important to be accurate. Interact with others. Spend time making repetitive motions. Use of hands required. Must be responsible for mistakes or errors.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,077	3,987

Very fast growth to 2014. Around 146 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$28.81	\$59,930	\$47,390 – 76,190
Kentucky	\$23.66	\$49,200	\$38,510 – 59,980

LOCATION

Over a third of all job openings in Louisville area; about a fifth in Bluegrass area; one tenth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Computer support specialists; systems administrators.

RELATED OCCUPATIONS

Computer programmers; computer software engineers; computer systems analysts, database administrators, & computer scientists.

JOB DESCRIPTION

Test & evaluate network data communications systems. Perform network modeling, analysis, & planning. Includes telecommunications specialists who deal with the interfacing of computer & communications equipment. May supervise computer programmers.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Programming; operations analysis; writing; installation; critical thinking; instructing; mathematics; technology design; active learning; reading comprehension; operation monitoring; quality control analysis.

ABILITIES

Written & oral expression & comprehension; fluency of ideas; near vision; information ordering; speech clarity.

KNOWLEDGE

Mathematics; education & training; telecommunications; computers & electronics; English language proficiency.

TASKS

Consult customers, visit workplaces or conduct surveys to determine present & future user needs. Design & implement network configurations & systems. Identify areas of operation that need upgraded equipment. Monitor system performance & provide security measures, troubleshooting & maintenance. Set up user accounts, regulating & monitoring file access to ensure confidentiality & proper use. Test & evaluate hardware & software to determine efficiency & reliability. Keep up with changes in technology. Work with other engineers, systems analysts, programmers, technicians, scientists & top-level managers in the design, testing & evaluation of systems. Adapt & modify existing software to meet specific needs.

WORK ACTIVITIES

Interact with computers; maintain up-to-date knowledge; provide consultation to others; obtain & analyze information.

ADVANCEMENT OPPORTUNITIES

Vendor & professional certifications can aid advancement.

WORKING CONDITIONS

Comfortable office settings, mostly sitting at a PC. Usually a forty-hour week, but overtime may be necessary for deadlines or specific problems. As technology advances, will be more able to remotely access problems. Maintain contact with others. Important to be accurate. Use of hands required. Consequence of error.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,907	3,961

Very fast growth to 2014. Around 163 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$29.69	\$61,750	\$47,190 – 80,410
Kentucky	n/a	n/a	n/a

LOCATION

Over two fifths of all job openings in Louisville area; around a quarter in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 23 percent are self-employed; 17 percent work in unclassified establishments; 15 percent in computer systems design & related services; others spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Database administrators; computer systems analysts.

RELATED OCCUPATIONS

Computer programmers; computer software engineers; computer & information systems managers; financial analysts & personal financial advisors; urban & regional planners; engineers; mathematicians; statisticians; operations research analysts; management analysts.

JOB DESCRIPTION

Plan & design structures, such as private residences, office buildings, theaters, factories, & other structural property.

EDUCATION

Bachelor's degree. Licensing through the Kentucky Board of Architects & Certified Interior Designers.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Critical thinking; active listening; complex problem solving; reading comprehension; time management.

ABILITIES

Oral expression & comprehension; written expression; speech clarity; near vision; problem sensitivity; information ordering.

KNOWLEDGE

Building & construction; design; engineering & technology; mathematics; English language proficiency; administration & management.

TASKS

Administer construction contracts. Conduct periodic on-site observation of work during construction to monitor compliance with plans. Consult with client to determine functional & spatial requirements of structure. Direct activities of workers engaged in preparing drawings & specification documents. Integrate engineering element into unified design. Plan layout of project. Prepare contract documents for building contractors. Prepare information regarding design, structure specifications, materials, color, equipment, estimated costs, or construction time. Prepare operating & maintenance manuals, studies, & reports. Prepare scale drawings. Represent client in obtaining bids & awarding construction contracts.

WORK ACTIVITIES

Interact with computers; think creatively; organize, plan, & prioritize work; draft, lay out, & specify technical devices, parts, & equipment; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

In large firms, architects may advance to supervisory or managerial positions. Some architects become partners in established firms, while others set up their own practices. Graduates with degrees in architecture also enter related fields, such as graphic, interior, or industrial design; urban planning; real estate development; civil engineering; & construction management.

WORKING CONDITIONS

Usually work in a comfortable environment. Most time spent in offices consulting with clients, developing reports & drawings, & working with other architects & engineers. May visit construction sites to review the progress of projects. Most work 40-hour week, but might have to work nights & weekends to meet deadlines.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
832	901

Average growth to 2014. Around 40 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$30.22	\$62,850	\$48,670 – 81,680
Kentucky	\$26.33	\$54,770	\$41,620 – 67,210

LOCATION

Four fifths of occupations in Bluegrass area; one fifth in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 56 percent work in architectural, engineering, & related services; 25 percent are self-employed; others spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles.

RELATED OCCUPATIONS

Construction managers; landscape architects; civil engineers; urban & regional planners; designers, including interior designers; commercial & industrial designers; graphic designers.

JOB DESCRIPTION

Make exact measurements & determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, & other purposes.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities. Licensing through the Kentucky State Board of Licensure for Professional Engineers & Land Surveyors.

SKILLS

Mathematics; active listening; critical thinking; reading comprehension; writing.

ABILITIES

Problem sensitivity; information ordering; written & oral comprehension; near vision.

KNOWLEDGE

Mathematics; engineering & technology; building & construction; design; geography.

TASKS

Analyze survey objectives & specifications to prepare survey proposals. Calculate heights, depths, relative positions, property lines, & other characteristics of terrain. Conduct research in surveying & mapping methods using knowledge of techniques of photogrammetric map compilation & electronic data processing. Coordinate findings with the work of others concerned with projects. Determine longitudes & latitudes of important features & boundaries in survey. Determine specifications for photographic equipment to be used for aerial photography. Direct aerial surveys of specified geographical areas. Direct or conduct surveys to establish legal boundaries for properties, based on legal deeds & titles. Establish fixed points for use in making maps. Locate & mark sites selected for geophysical prospecting activities such as efforts to locate petroleum or other mineral products. Prepare & maintain sketches, maps, reports, & legal descriptions of surveys. Obtain information about property boundaries in areas to be surveyed. Survey bodies of water.

WORK ACTIVITIES

Obtain, analyze, & process information; interact with computers; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Many employers require certification for promotion. The National Society of Professional Surveyors has a voluntary certification program for surveying technicians.

WORKING CONDITIONS

Usually work an 8-hour day, 5 days a week. May spend most time outdoors. May work longer hours during summer. Engage in active, sometimes strenuous, work. Might walk distances with heavy equipment. May be exposed to all types of weather. Travel is often necessary.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
697	715

Average growth to 2014. Around 30 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.05	\$45,860	\$33,960 – 60,730
Kentucky	\$18.66	\$38,820	\$27,960 – 48,720

LOCATION

One quarter of occupations in each of the Bluegrass & Green River areas; one eighth in each of the Pennyrile, Louisville, Big Sandy, & Kentucky River areas.

INDUSTRIES OF EMPLOYMENT

More than 80 percent work in architectural, engineering, or related services; remaining spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Geodesist; engineering technician; land examiner.

RELATED OCCUPATIONS

Civil engineers; landscape architects; architects, except landscape & naval; urban & regional planners; geoscientists.

JOB DESCRIPTION

Design, plan, or perform engineering duties in the prevention, control, & remediation of environmental health hazards utilizing various engineering disciplines.

EDUCATION

Bachelor's degree. Licensing through Kentucky Board of Licensure for Professional Engineers & Land Surveyors.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; active listening; science; critical thinking; writing.

ABILITIES

Deductive & inductive reasoning; problem sensitivity; oral expression & comprehension; written comprehension.

KNOWLEDGE

Public safety & security; mathematics; law & government; engineering & technology; English language proficiency.

TASKS

Advise corporations & government agencies about environmental policies & standards. Assess the existing or potential environmental impact of land use projects on air, water, & land. Collaborate with other specialists & experts in law & business to address environmental problems. Coordinate & manage environmental protection programs & projects, assigning & evaluating work. Design systems, processes, & equipment for control, management, & remediation of water, air, & soil quality. Develop site-specific health & safety protocols. Inspect facilities & programs to evaluate compliance with regulations. Prepare hazardous waste manifests & land disposal restriction notifications. Provide administrative support for projects. Serve as liaison with federal, state, & local agencies on issues pertaining to solid & hazardous waste program requirements. Work may include waste treatment, site remediation, or pollution control technology.

WORK ACTIVITIES

Obtain & evaluate information to determine compliance with standards; monitor processes, materials, or surroundings; communicate with supervisors, peers, or subordinates; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

May be assigned more difficult projects with greater independence to develop designs pending experience level. May advance to become technical specialists or supervise a staff or team of engineers. May become engineering managers or enter other managerial or sales jobs.

WORKING CONDITIONS

Most work in office buildings, laboratories, or industrial plants. Others spend time outdoors at production sites. Some might travel extensively to plants or worksites. Many engineers work a standard 40-hour week. Deadlines or design standards may bring extra pressure to a job, requiring engineers to work longer hours.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
298	336

Fast growth to 2014. Around 30 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$32.74	\$68,090	\$52,710 – 85,940
Kentucky	n/a	n/a	n/a

LOCATION

Over half of job openings in Bluegrass area; a quarter in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 20 percent work for state government; 17 percent in management, scientific, & technical consulting services; remaining spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Environmentalist; pollution control engineer.

RELATED OCCUPATIONS

Engineering & natural sciences managers; engineering technicians; science technicians; physical & life scientists; biological scientists; conservation scientists & foresters; chemists & materials scientists, environmental scientists.

JOB DESCRIPTION

Design, develop, test, & evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics & material flow, cost analysis, & production coordination.

EDUCATION

Bachelor's degree. Licensing through Kentucky Board of Licensure for Professional Engineers & Land Surveyors.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Critical thinking; time management; active listening; complex problem solving; reading comprehension.

ABILITIES

Oral expression; deductive reasoning; oral comprehension; mathematical reasoning; problem sensitivity.

KNOWLEDGE

Engineering & technology; production & processing; administration & management; mathematics; machines & tools.

TASKS

Analyze products to determine standards & establish quality & reliability objectives. Confer with vendors, staff, & management personnel regarding purchases, procedures, product specifications, manufacturing capabilities, & project status. Perform mathematical calculations to determine manufacturing processes, staff requirements, & production standards. Coordinate quality control objectives to resolve production problems, maximize product reliability, & minimize cost. Develop manufacturing methods, labor utilization standards, & cost analysis systems to promote efficient staff & facility utilization. Estimate production costs. Evaluate precision of production to formulate corrective action plan. Implement methods for disposition of discrepant material & defective or damaged parts. Recommend methods for improving utilization of personnel, material, & utilities. Schedule deliveries.

WORK ACTIVITIES

Communicate with peers, supervisors, or subordinates; make decisions & solve problems; interact with computers; obtain & analyze information.

ADVANCEMENT OPPORTUNITIES

May be assigned more difficult projects with greater independence to develop designs pending experience level. May advance to become technical specialists or supervise a staff or team of engineers. May become engineering managers or enter other managerial or sales jobs.

WORKING CONDITIONS

Most work in office buildings, laboratories, or industrial plants. May spend time outdoors on sites. May travel extensively to worksites. Many work a standard 40-hour week. At times, deadlines or design standards may bring extra pressure to a job, requiring engineers to work longer hours.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,305	3,558

Average growth to 2014. Around 124 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$32.05	\$66,670	\$53,470 – 82,490
Kentucky	\$28.01	\$58,250	\$47,510 – 70,290

LOCATION

Over a third of occupations in the Bluegrass area; nearly an eighth in Barren River area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 18 percent work in motor vehicle parts manufacturing; others spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Efficiency analyst; automation engineer; materials planner.

RELATED OCCUPATIONS

Architects; computer & information systems managers; engineering & natural sciences managers; computer programmers; computer software engineers; mathematicians; drafters; engineering technicians; sales engineers; science technicians.

JOB DESCRIPTION

Design, develop, test, & evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics & material flow, cost analysis, & production coordination.

EDUCATION

Bachelor's degree. Licensing through Kentucky Board of Licensure for Professional Engineers & Land Surveyors.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Mathematics; complex problem solving; critical thinking; science; reading comprehension.

ABILITIES

Inductive & deductive reasoning; oral & written comprehension; near vision; problem sensitivity; information ordering; oral expression.

KNOWLEDGE

Engineering & technology; mathematics; machines & tools; production & processing; design.

TASKS

Assist drafters in developing the design of products using drafting tools or computer-assisted design (CAD) or drafting equipment & software. Conduct research that tests & analyzes the feasibility, design, operation & performance of equipment, components & systems. Confer with other personnel to implement operating procedures, resolve system malfunctions, & provide technical information. Design test control apparatus & equipment & develop procedures for testing products. Develop & test models of alternate designs & processing methods to assess feasibility, operating condition effects, possible new applications & necessity of modification. Monitor all aspects of production. Coordinate maintenance & safety procedures. Investigate equipment failures. Oversee installation, operation, maintenance of machines. Recommend design modifications to machines. Research & analyze customer design proposals, specifications, manuals, & other data to evaluate the feasibility, cost, & maintenance requirements of designs or applications. Specify system components or direct modification of products to ensure conformance with engineering design & performance specifications.

WORK ACTIVITIES

Communicate with peers, supervisors, or subordinates; make decisions & solve problems; interact with computers; obtain & analyze information.

ADVANCEMENT OPPORTUNITIES

May be assigned more difficult projects depending upon experience level. May advance to become technical specialists or supervise a staff or team. May enter managerial or sales jobs.

WORKING CONDITIONS

Most work in office buildings, laboratories, or industrial plants. May spend time outdoors on sites. May travel extensively to worksites. Many work a standard 40-hour week. Deadlines or design standards may require engineers to work longer hours.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,047	3,204

Average growth to 2014. Around 116 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$32.49	\$67,590	\$53,920 – 84,490
Kentucky	\$27.48	\$57,160	\$47,900 – 69,930

LOCATION

Nearly a third of job openings in Louisville area; one quarter in Bluegrass area; over a tenth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 14 percent work in motor vehicle parts manufacturing; others spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Stress analyst; tool designer; engine designer.

RELATED OCCUPATIONS

Architects; computer & information systems managers; engineering & natural sciences managers; computer programmers; computer software engineers; mathematicians; drafters; engineering technicians; sales engineers; science technicians.

JOB DESCRIPTION

Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population.

EDUCATION

Master's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; active listening; science; coordination; active learning.

ABILITIES

Inductive & deductive reasoning; speech clarity; oral expression; written comprehension.

KNOWLEDGE

Law & government; biology; English language proficiency; public safety & security; customer & personal service.

TASKS

Analyze data to interpret correlations between human activities & environmental effects. Analyze data derived from pollution emission measurements, atmospheric monitoring, meteorological & mineralogical information, & soil or water samples. Communicate scientific & technical information through oral briefings, written documents, workshops, conferences, & public hearings. Conduct applied research on topics such as waste control & treatment & pollution control methods. Conduct environmental audits & inspections, & investigations of violations. Direct studies to obtain technical environmental information about planned projects. Develop methods to minimize the impact of production processes on the environment. Develop programs designed to obtain the most productive use of land. Investigate accidents affecting the environment. Monitor environmental impacts of development activities. Provide technical guidance to environmental programs, industry, & the public.

WORK ACTIVITIES

Interact with computers; monitor processes, materials, or surroundings; communicate with supervisors, peers, & subordinates; obtain & evaluate information to determine compliance with standards.

ADVANCEMENT OPPORTUNITIES

Might be given more difficult assignments as experience is garnered. May be promoted to management or research position.

WORKING CONDITIONS

Entry-level scientists often spend majority of time in the field, while more experienced workers generally spend more time in office or laboratory. Many take field trips that involve physical activity. Might work in all kinds of weather. Travel often is required to meet with prospective clients or investors. Might design & write grant proposals for government entities.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
755	821

Average growth to 2014. Around 25 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$25.30	\$52,630	\$40,540 – 69,770
Kentucky	n/a	n/a	n/a

LOCATION

About a third of all job openings in Louisville area; over a quarter in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 29 percent work for local government; 23 percent for architectural, engineering, & related services; 19 percent for state government; others spread across a great number of industries.

ALTERNATE OCCUPATIONAL TITLES

Pollution control chemist; environmentalist; regulatory analyst.

RELATED OCCUPATIONS

Geoscientists; conservation scientists & foresters; science & engineering technicians; atmospheric scientists; biological scientists; physicists; chemists; engineers.

JOB DESCRIPTION

Diagnose & treat mental disorders; learning disabilities; & cognitive, behavioral, & emotional problems using individual, child, family, & group therapies. May design & implement behavior modification programs.

EDUCATION

Doctoral degree. Licensing through the Kentucky Board of Examiners of Psychology.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; social perceptiveness; reading comprehension; critical thinking; speaking; active learning; writing; mathematics.

ABILITIES

Oral & written expression & comprehension; inductive reasoning; problem sensitivity.

KNOWLEDGE

Psychology; therapy & counseling; English language proficiency; business & management principles; customer service; mathematics; know education & training.

TASKS

Assess an individual's needs, limitations, & potential, using various records. Counsel children & families to help solve conflicts & problems. Collect & analyze data to evaluate the effectiveness treatments. Collaborate with other professionals to develop strategies. Compile & interpret test results, along with other information, in order to diagnose conditions, & to help assess eligibility for special services. Provide consultation to others. Provide educational programs on topics such as classroom management, teaching strategies, or parenting skills. Utilize treatment methods, such as psychotherapy, hypnosis, behavior modification, stress reduction therapy, psychodrama, & play therapy. Assist clients to gain insight, define goals, & plan action to achieve effective development & adjustment.

WORK ACTIVITIES

Obtain & analyze information; make decisions & solve problems; maintain interpersonal relationships; communicate with persons outside organization; maintain up-to-date knowledge; assist & care for others.

ADVANCEMENT OPPORTUNITIES

Advance to specialized areas within the occupation.

WORKING CONDITIONS

Work indoors. Pressures due to deadlines, tight schedules, & overtime work. Routine may be interrupted frequently. Some travel is required. May work any hours that might accommodate clients. Important to be accurate. Maintain contact with others, especially external customers. May deal with aggressive, unpleasant, or angry people. Responsible for health & safety of others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,874	2,349

Very fast growth to 2014. Around 97 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$27.49	\$57,170	\$43,700 – 74,490
Kentucky	\$22.47	\$46,730	\$38,820 – 57,960

LOCATION

About a fifth of all job openings in each of Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Almost 42 percent are self-employed; 21 percent work in elementary & secondary schools; 13 percent in outpatient care centers; others spread across a great number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Clergy; counselors; physicians & surgeons; social workers; sociologists; special education teachers.

JOB DESCRIPTION

Counsel & advise individuals with alcohol, tobacco, drug, or other problems, such as gambling & eating disorders. May counsel individuals, families, or groups or engage in prevention programs. Exclude "Social Workers", "Psychologists", & "Mental Health Counselors" providing these services.

EDUCATION

Master's degree. Licensing through Kentucky Board of Certification for Alcohol & Drug Counselors.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; speaking; social perceptiveness; service orientation; time management.

ABILITIES

Oral comprehension & expression; problem sensitivity; speech clarity; inductive reasoning.

KNOWLEDGE

Therapy & counseling; education & training; psychology; customer & personal service; sociology & anthropology.

TASKS

Act as liaisons between clients & medical staff. Maintain accurate records & reports regarding the patients' histories & progress, services provided, & other information. Conduct chemical dependency program orientation sessions. Confer with family members or others close to clients to keep them informed of treatment. Coordinate activities with courts, probation officers, community services & other post-treatment agencies. Coordinate counseling efforts with mental health & other professionals. Develop client treatment plans. Implement public education, prevention, & health promotion programs, working in collaboration with organizations, institutions & communities. Follow progress of discharged patients. Modify treatment plans to comply with changes in client status. Implement follow-up programs for clients.

WORK ACTIVITIES

Obtain, document, & record information; assist & care for others; communicate with peers, supervisors, & subordinates; maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

Prospects for advancement vary by counseling field.

WORKING CONDITIONS

Work indoors in comfortable office settings. Work schedule will depend upon type of counseling involved. Must possess high physical & emotional energy to handle an array of problems. Important to be accurate. Maintain contact with others, including external customers. Coordinate & lead others. May deal with physically aggressive people.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
541	622

Very fast growth to 2014. Around 24 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.66	\$32,580	\$26,160 – 41,010
Kentucky	\$17.04	\$35,450	\$28,780 – 43,380

LOCATION

One fifth of occupations in Louisville area; one seventh in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 34 percent work in outpatient care centers; 13 percent in psychiatric & substance abuse hospitals; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

Addiction counselor; case manager; clinician; outreach worker; social worker; treatment counselor.

RELATED OCCUPATIONS

Social & human service assistants; social workers; psychologists; physicians & surgeons; registered nurses; members of the clergy; occupational therapists; human resources, training, & labor relations managers & specialists.

JOB DESCRIPTION

Counsel individuals & provide group educational & vocational guidance services.

EDUCATION

Master's degree. Licensing through the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; social perceptiveness; speaking; service orientation; reading comprehension.

ABILITIES

Oral comprehension & expression; speech clarity; written expression; problem sensitivity; inductive reasoning.

KNOWLEDGE

Therapy & counseling; education & training; psychology; customer & personal service; English language proficiency.

TASKS

Confer with parents or guardians, teachers, other counselors, & administrators to resolve students' problems. Counsel individuals to help them understand & overcome personal, social, or behavioral problems or educational issues. Evaluate individuals' abilities, interests, & personality characteristics. Identify cases involving domestic abuse or other family problems. Instruct individuals in career development techniques such as job search & application strategies, resume writing, & interview skills. Meet with parents & guardians to discuss their progress. Observe & evaluate students' performance, behavior, social development, & physical health. Perform administrative duties such as hall & cafeteria monitoring, & bus loading & unloading. Plan & promote career & employment-related programs such as work-experience programs. Prepare reports on students & activities as required by administration. Provide disabled students with assistive devices, supportive technology, & assistance accessing facilities such as restrooms. Provide students with information on such topics as college degree programs & admission requirements, financial aid opportunities, trade & technical schools, & apprenticeship programs. Review transcripts to ensure that students meet graduation or college entrance requirements, & write letters of recommendation. Sponsor extracurricular activities.

WORK ACTIVITIES

Obtain, document, & record information; assist & care for others; communicate with peers, supervisors, & subordinates; maintain interpersonal relationships; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Prospects for advancement vary by counseling field.

WORKING CONDITIONS

Work indoors in comfortable office settings. Work schedule will depend upon type of counseling involved. Must possess high physical & emotional energy to handle an array of problems. Coordinate & lead others. May deal with physically aggressive people.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,768	2,913

Average growth to 2014. Around 92 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.33	\$46,440	\$35,450 – 59,270
Kentucky	\$22.45	\$46,700	\$35,180 – 54,480

LOCATION

About a fifth in of occupations in each of Louisville & Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 54 percent work in elementary & secondary schools; 17 percent in colleges, universities, & professional schools; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

Guidance counselor; teacher advisor; registrar; academic advisor; career coach.

RELATED OCCUPATIONS

Social & human service assistants; social workers; psychologists; human resources, training, & labor relations managers & specialists; teachers.

JOB DESCRIPTION

Diagnose & treat mental & emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage & family systems. Apply psychotherapeutic & family systems theories & techniques in the delivery of professional services to individuals, couples, & families for the purpose of treating such diagnosed nervous & mental disorders. Exclude "Social Workers" & "Psychologists" of all types.

EDUCATION

Master's degree. Licensing through Kentucky Board of Licensure for Marriage & Family Therapists.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; speaking; social perceptiveness; critical thinking; negotiation.

ABILITIES

Oral comprehension & expression; problem sensitivity; speech clarity & recognition; inductive reasoning.

KNOWLEDGE

Therapy & counseling; sociology & anthropology; psychology; customer & personal service; English language proficiency.

TASKS

Help clients identify their feelings & behaviors. Confer with clients in order to develop plans for post-treatment activities. Confer with other counselors in order to analyze individual cases & to coordinate counseling services. Contact doctors, schools, social workers, juvenile counselors, law enforcement personnel & others to gather information in order to make recommendations to courts for the resolution of child custody or visitation disputes. Counsel clients on concerns such as unsatisfactory relationships, divorce & separation, child rearing, home management, & financial difficulties. Determine whether clients should be counseled or referred to other specialists in such fields as medicine, psychiatry & legal aid. Follow up to determine effectiveness of programs. Maintain accurate case files. Advise clients on how to obtain help with legal, financial, & other personal issues. Write evaluations of parents & children for use by courts deciding divorce & custody cases, testifying in court if necessary.

WORK ACTIVITIES

Obtain information; assist & care for others; maintain interpersonal relationships; make decisions & solve problems' identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

Prospects for advancement vary by counseling field.

WORKING CONDITIONS

Work indoors in comfortable office settings. Work schedule will depend upon type of counseling involved. Must possess high physical & emotional energy to handle an array of problems. Coordinate & lead others. May face conflict scenarios.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
214	255

Very fast growth to 2014. Around 10 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$20.34	\$42,300	\$33,520 – 53,880
Kentucky	\$17.35	\$36,080	\$29,110 – 42,260

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 46 percent work in outpatient care centers; 20 percent in offices of physicians; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

Group counselor; family therapist.

RELATED OCCUPATIONS

Social & human service assistants; social workers; psychologists; clergy.

JOB DESCRIPTION

Counsel with emphasis on prevention. Work with individuals & groups to promote optimum mental health. May help individuals deal with: addictions & substance abuse; family, parenting, & marital problems; suicide; stress management; problems with self-esteem; & issues associated with aging & mental & emotional health.

EDUCATION

Master's degree. Licensing by Kentucky Board of Licensed Professional Counselors.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Judgment & decision making; social perceptiveness; active learning; service orientation; speaking.

ABILITIES

Oral & written comprehension; oral expression; problem sensitivity; speech clarity.

KNOWLEDGE

Therapy & counseling; education & training; psychology; customer service; English language proficiency.

TASKS

Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations. Collaborate with other staff members to perform clinical assessments & develop treatment plans. Collect information about clients. Counsel clients & patients to assist in overcoming dependencies, adjusting to life, & making changes. Develop & implement treatment plans based on clinical experience & knowledge. Discuss with individual patients their plans for life after leaving therapy. Encourage clients to express their feelings & discuss what is happening in their lives. Evaluate clients' physical or mental condition based on review of client information. Evaluate the effectiveness of counseling programs & clients' progress in resolving identified problems & moving towards defined objectives.

WORK ACTIVITIES

Assist & care for others; obtain information; maintain interpersonal relationships; communicate with persons outside organization; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

Prospects for advancement vary by counseling field.

WORKING CONDITIONS

Work indoors in comfortable office settings. Work schedule will depend upon type of counseling involved. Must possess high physical & emotional energy to handle an array of problems. Important to be accurate. Maintain contact with others, including external customers. Coordinate & lead others. Deal with physically aggressive people.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
733	956

Very fast growth to 2014. Around 44 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$16.35	\$34,010	\$26,440 – 44,790
Kentucky	\$16.31	\$33,930	\$27,700 – 42,950

LOCATION

Over half of all occupations are in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 36 percent work in outpatient care centers; 29 percent in other residential care facilities; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

Case manager; group counselor; grief counselor; transition specialist; therapist; psychotherapist.

RELATED OCCUPATIONS

Social & human service assistants; social workers; psychologists; physicians & surgeons; registered nurses; members of the clergy; occupational therapists; human resources, training, & labor relations managers & specialists.

JOB DESCRIPTION

Provide persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient counseling, & making necessary referrals for other social services.

EDUCATION

Bachelor's degree. Licensed by Kentucky Board of Social Work.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; active listening; service orientation; social perceptiveness; critical thinking; monitoring; judgment & decision making; reading comprehension; writing; active learning.

ABILITIES

Active listening; writing; reading comprehension; social perceptiveness; speaking.

KNOWLEDGE

Psychology; customer service; therapy & counseling; English language proficiency; sociology & anthropology.

TASKS

Collaborate with other professionals to evaluate patients' medical or physical condition & to assess client needs. Investigate child abuse or neglect cases & take authorized protective action when necessary. Refer patient, client, or family to community resources to assist in recovery from mental or physical illness & to provide access to services such as financial assistance, legal aid, housing, job placement or education. Counsel clients & patients in individual & group sessions to help them overcome dependencies, recover from illness, & adjust to life. Organize support groups or counsel family members to assist them in understanding, dealing with, & supporting the client or patient. Utilize consultation data & social work experience to plan & coordinate client or patient care & rehabilitation. Monitor, evaluate, & record client progress according to measurable goals described in treatment & care plan.

WORK ACTIVITIES

Maintain interpersonal relationships; make decisions & solve problems; identify object, actions & events; assist & care for others; obtain information.

ADVANCEMENT OPPORTUNITIES

Advancement to supervisor, program manager, assistant director, or executive director of a social service agency or department is possible, but usually requires an advanced degree & related work experience.

WORKING CONDITIONS

Work indoors in comfortable office settings. Work a forty-hour workweek. Occasionally work evenings & weekends to meet with clients, attend community meetings, & handle emergencies. Must be comfortable working in physical proximity to others. Potential exposure to illnesses or diseases.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,300	1,559

Very fast growth to 2014. Around 53 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$19.77	\$41,120	\$32,610 – 51,360
Kentucky	\$17.29	\$35,970	\$29,560 – 42,640

LOCATION

Nearly a quarter of all job openings in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 25 percent work in general medical & surgical hospitals; 21 percent work in home health care services; 13 percent in nursing care facilities; 13 percent in home health care services; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Probation officers & correctional treatment specialists; social & human services assistants; clergy; counselors; psychologists.

JOB DESCRIPTION

Assess & treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual & group therapy, crisis intervention, case management, client advocacy, prevention, & education.

EDUCATION

Master's degree. Licensed by Kentucky Board of Social Work.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; active listening; social perceptiveness; critical thinking; writing.

ABILITIES

Oral comprehension & expression; speech clarity; inductive reasoning; problem sensitivity.

KNOWLEDGE

Psychology; customer service; therapy & counseling; English language proficiency; sociology & anthropology.

TASKS

Counsel clients in individual & group sessions to assist them in dealing with substance abuse, mental & physical illness, poverty, unemployment, or physical abuse. Interview clients, review records, & confer with other professionals to evaluate mental or physical condition of client or patient. Collaborate with counselors, physicians, & nurses to plan & coordinate treatment, drawing on social work experience & patient needs. Monitor, evaluate, & record client progress with respect to treatment goals. Refer patient, client, or family to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy. Counsel & aid family members to assist them in understanding, dealing with, & supporting the client or patient. Modify treatment plans according to changes in client status. Plan & conduct programs to prevent substance abuse, to combat social problems, or to improve health & counseling services in community. Supervise & direct other workers who provide services to clients or patients.

WORK ACTIVITIES

Maintain interpersonal relationships; work directly with the public; communicate with peers, supervisors, & subordinates; assist & care for others; obtain information.

ADVANCEMENT OPPORTUNITIES

Advancement to supervisor, program manager, assistant director, or executive director of a social service agency or department is possible, but usually requires an advanced degree & related work experience.

WORKING CONDITIONS

Work indoors in comfortable office settings. Work a forty-hour workweek. Occasionally work evenings & weekends to meet with clients, attend community meetings, & handle emergencies. Time pressure associated with deadlines. Potential exposure to illnesses or diseases. May deal with unpleasant people.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,168	2,726

Very fast growth to 2014. Around 105 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$16.54	\$34,410	\$27,040 – 44,560
Kentucky	\$15.50	\$32,240	\$26,200 – 38,290

LOCATION

About a quarter of job openings in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 38 percent work in outpatient care centers; around 21 percent in individual & family services; 12 percent in residential retardation, mental health, & substance abuse facilities; others spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Clergy; counselors; probation officers & correctional treatment specialists; psychologists; social & human services assistants.

JOB DESCRIPTION

Assist professionals from a wide variety of fields to provide client services as well as support for families. May assist clients in identifying available benefits & social & community services & help clients obtain them. May assist social workers with developing, organizing, & conducting programs to prevent & resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Speaking; active listening; social perceptiveness; service orientation.

ABILITIES

Oral & written comprehension & expression; problem sensitivity.

KNOWLEDGE

Psychology; customer service; therapy & counseling; education & training; administrative & clerical procedures.

TASKS

Visit individuals in homes or attend group meetings to provide information on agency services, requirements & procedures. Advise clients regarding food stamps, child care, food, money management, sanitation, & housekeeping. Interview individuals & family members to compile information on social, educational, criminal, institutional, or drug history. Provide information on & refer individuals to public or private agencies & community services for assistance. Assist clients with preparation of forms, such as tax or rent forms. Assist in locating housing for displaced individuals. Assist in planning of food budget, utilizing charts & sample budgets. Monitor free, supplementary meal program to ensure cleanliness of facility & that eligibility guidelines are met for persons receiving meals. Meet with youth groups to acquaint them with consequences of delinquent acts. Observe clients' food selections & recommend alternate economical & nutritional food choices.

WORK ACTIVITIES

Maintain interpersonal relationships; communicate with persons outside an organization; assist & care for others; obtain, document, & record information; provide consultation to others.

ADVANCEMENT OPPORTUNITIES

In general, advancement requires a bachelor's or master's degree in human services, counseling, rehabilitation, social work, or a related field.

WORKING CONDITIONS

Work in offices, clinics, hospitals, group homes, shelters, sheltered workshops, & day programs. The work, while satisfying, can be emotionally draining. Time pressure associated with deadlines. Must deal with external customers. Frequent conflict situations. Turnover is expected to be high.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,091	4,994

Very fast growth to 2014. Around 1,810 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.03	\$25,030	\$19,850 – 31,830
Kentucky	\$10.69	\$22,230	\$17,800 – 28,150

LOCATION

About a fifth of all occupations are in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 20 percent work in outpatient care centers; around 16 percent in individual & family services; 13 percent for local government; others spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Social workers; clergy; counselors; childcare workers; occupational therapist assistants & aides; physical therapist assistants & aides; nursing, psychiatric, & home health aides.

JOB DESCRIPTION

Represent clients in criminal & civil litigation & other legal proceedings, draw up legal documents, & manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

EDUCATION

First professional degree. Licensed through the Kentucky Board of Bar Examiners.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; active listening; active learning; negotiation; persuasion; judgment & decision making; complex problem solving.

ABILITIES

Oral & written comprehension & expression; speech clarity.

KNOWLEDGE

Law & government; English language proficiency; administrative & management principles; education & training; administrative & clerical procedures.

TASKS

Act as agent, trustee, guardian, or executor for businesses or individuals. Advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights & obligations. Analyze the probable outcomes of cases, using knowledge of legal precedents. Present & summarize cases to judges & juries. Evaluate findings & develop strategies & arguments in preparation for presentation of cases. Examine legal data to determine advisability of defending or prosecuting lawsuit. Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients & witnesses to ascertain the facts of a case. Interpret laws, rulings & regulations for individuals & businesses. Negotiate settlements of civil disputes. Prepare & draft legal documents, such as wills, deeds, patent applications, mortgages, leases, & contracts.

WORK ACTIVITIES

Maintain current knowledge; communicate with persons outside an organization; interpret the meaning of information for others; identify actions, objects, & events; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Newly hired attorneys often start as associates & work with more experienced lawyers or judges. After gaining more responsibilities, some lawyers accept partnership in their firm or start their own practice. Some experienced lawyers are nominated or elected to judgeships.

WORKING CONDITIONS

Work in offices, law libraries, & courtrooms. Sometimes meet in clients' homes or places of business, hospitals, or prisons. May travel to attend meetings, gather evidence, & appear before courts, legislative bodies, & other authorities. Often work long hours. May face heavy pressure & frequent conflict situations.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
7,305	8,784

Very fast growth to 2014. Around 274 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$47.56	\$98,930	n/a
Kentucky	n/a	n/a	n/a

LOCATION

Almost a third of all job openings in Louisville area; nearly a quarter in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 41 percent work in legal services; over 28 percent are self-employed; others spread across many industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Paralegal & legal assistant; law clerk; title examiner, abstractor, & searcher; arbitrator, mediator, & conciliator; judge, magistrate judge, & magistrate; administrative law judge, adjudicator, & hearing officer.

JOB DESCRIPTION

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

EDUCATION

Associate's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; writing; reading comprehension; negotiation; critical thinking.

ABILITIES

Oral & written comprehension & expression; deductive reasoning.

KNOWLEDGE

Law & government; English language proficiency; administrative & management principles; computers & electronics; administrative & clerical procedures.

TASKS

Gather & analyze research data, such as statutes, decisions, & legal articles, codes, & documents. Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, & real estate closing statements. Investigate facts & law of cases to determine causes of action & to prepare cases. Prepare affidavits or other documents, maintain document file, & file pleadings with court clerk. Appraise & inventory real & personal property for estate planning. Arbitrate disputes between parties & assist in real estate closing process. Call upon witnesses to testify at hearing. Answer questions regarding legal issues pertaining to civil service hearings. Direct & coordinate law office activity, including delivery of subpoenas. Keep & monitor legal volumes to ensure that law library is up-to-date.

WORK ACTIVITIES

Obtain & analyze information; communicate with peers, supervisors, & subordinates; evaluate information to determine compliance with standards; identify actions, objects, & events.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities include promotion to managerial & other law-related positions within the firm. Some paralegals find it easier to move to another firm when seeking increased responsibility or advancement.

WORKING CONDITIONS

Work in offices, law libraries, & courtrooms. Usually work at a desk; some travel is possible to gather information. Forty-hour workweek. Important to be accurate & likely consequence for errors.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,512	4,387

Very fast growth to 2014. Around 135 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$19.79	\$41,170	\$32,470 – 52,470
Kentucky	\$15.41	\$32,040	\$24,700 – 44,820

LOCATION

About a quarter of all job openings in Louisville area; about a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 57 percent work in legal services; 18 percent in state government; others spread across many industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Law clerks; title examiners, abstractors, & searchers; claims adjusters, appraisers, examiners, & investigators; occupational health & safety specialists & technicians.

JOB DESCRIPTION

Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, teacher education, & teaching English as a second language. Include both teachers primarily engaged in teaching & those who do a combination of both teaching & research.

EDUCATION

Doctoral degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Instruction; reading comprehension; learning strategies; critical thinking; active listening.

ABILITIES

Oral & written comprehension & expression; speech clarity.

KNOWLEDGE

Education & training; administrative & management principles; English language proficiency; mathematics; administrative & clerical procedures.

TASKS

Act as advisers to student organizations. Advise students on academic & vocational curricula, & on career issues. Collaborate with colleagues to address teaching & research issues. Conduct research in a particular field of knowledge, & publish findings in professional journals, books, and/or electronic media. Evaluate & grade students' class work, assignments, & papers. Initiate, facilitate, & moderate classroom discussions. Maintain regularly scheduled office hours in order to advise & assist students. Maintain student attendance records, grades, & other required records. Participate in campus & community events. Plan, evaluate, & revise curricula, course content, & course materials & methods of instruction. Prepare & deliver lectures to undergraduate and/or graduate students. Prepare course materials such as syllabi, homework assignments, & handouts. Select & obtain materials & supplies such as textbooks. Supervise students' fieldwork, internship, & research work. Write grant proposals to procure external research funding.

WORK ACTIVITIES

Establish & maintain interpersonal relationships; obtain information; train & teach others; organize, plan, & prioritize work.

ADVANCEMENT OPPORTUNITIES

For most postsecondary teachers, advancement involves a move into administrative & managerial positions. At 4-year institutions, such advancement requires a doctoral degree. At 2-year colleges, a doctorate is helpful but not usually required.

WORKING CONDITIONS

Usually have flexible schedules. Must be present for classes, usually 12 to 16 hours per week, & for faculty & committee meetings. Most establish regular office hours, usually 3 to 6 hours per week. May teach night & weekend classes.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
995	1,158

Very fast growth to 2014. Around 46 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$50,380	\$37,250 – 66,950
Kentucky	n/a	\$47,680	\$36,060 – 58,920

LOCATION

Over a third of all job openings in Bluegrass area; a fifth in Louisville area; one eighth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 92 percent work in colleges, universities, & professional schools; others spread across many industries.

ALTERNATE OCCUPATIONAL TITLES

Instructor; professor.

RELATED OCCUPATIONS

Teachers—preschool, kindergarten, elementary, middle, & secondary; education administrators; librarians; counselors; writers & editors; public relations specialists; & management analysts.

JOB DESCRIPTION

Teach vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

EDUCATION

Doctoral degree; licensing depends upon vocation.

LOCATION OF TRAINING & EDUCATION

Statewide.

SKILLS

Speaking; writing; reading comprehension; negotiation; critical thinking.

ABILITIES

Oral & written comprehension & expression; learning strategies; judgment & decision making; active listening; instructing.

KNOWLEDGE

Education & training; administrative & management principles; English language proficiency; mathematics; administrative & clerical procedures.

TASKS

Conduct on-the-job training, classes, or training sessions to teach & demonstrate principles, techniques, procedures, and/or methods of designated subjects. Present lectures & conduct discussions to increase students' knowledge & competence, using visual aids such as graphs, charts, videotapes, & slides. Administer oral, written, or performance tests in order to measure progress. Advise students on course selection, career decisions, & other academic & vocational concerns. Determine training needs of students or workers. Plan course content & methods of instruction. Integrate academic & vocational curricula so that students can obtain a variety of skills. Participate in conferences, seminars, & training sessions to keep abreast of developments in the field; & integrate relevant information into training programs. Prepare outlines of instructional programs & training schedules, & establish course goals.

WORK ACTIVITIES

Train & teach others; obtain information; maintain up-to-date knowledge; interpret the meaning for information for others; schedule activities.

ADVANCEMENT OPPORTUNITIES

Advancement involves a move into administrative & managerial positions, such as departmental chairperson, dean, & president. At 4-year institutions, such advancement requires a doctoral degree. At 2-year colleges, a doctorate is helpful but not usually required, except for advancement to some top administrative positions.

WORKING CONDITIONS

Work indoors. Usually have flexible schedules. Must be present for classes & for faculty & committee meetings. Most establish regular office hours for student consultations, usually 3 to 6 hours per week. Work may be stressful. Maintain contact with others, including external customers. Coordinate & lead others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,899	3,500

Very fast growth to 2014. Around 137 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$20.07	\$41,750	\$31,310 – 55,530
Kentucky	\$19.92	\$41,430	\$31,400 – 51,430

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 69 percent work in technical & trade schools; others spread across many industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—preschool, kindergarten, elementary, middle, & secondary; education administrators; librarians; counselors; writers & editors; public relations specialists; management analysts.

JOB DESCRIPTION

Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, & intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold state certification.

EDUCATION

Postsecondary vocational award.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Speaking; instructing; active listening; learning strategies; social perceptiveness.

ABILITIES

Oral comprehension & expression; speech clarity; problem sensitivity; time sharing.

KNOWLEDGE

Education & training; English language proficiency; customer service; psychology; fine arts.

TASKS

Establish clear objectives for all lessons & communicate them to children. Organize & lead activities designed to promote physical, mental & social development, such as games, arts & crafts, music, storytelling, & field trips. Plan & conduct activities for a balanced program of instruction, demonstration, & work time that provides students with opportunities to observe, question, & investigate. Prepare materials & classrooms for class activities. Teach basic skills such as color, shape, number & letter recognition, personal hygiene, & social skills. Plan & supervise class projects, field trips, visits by guests, or other experiential activities, & guide students in learning from those activities. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, & selecting activities of interest to them. Attend to children's basic needs by feeding them, dressing them, & changing their diapers.

WORK ACTIVITIES

Train & teach others; think creatively; assist & care for others; maintain interpersonal relationships; organize, plan, & prioritize work.

ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

WORKING CONDITIONS

Work indoors. Can work a ten-month school year, but part-time schedules are common. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels. Responsible for the health & safety of others. Spend time walking, running, sitting, & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
5,363	6,555

Very fast growth to 2014. Around 209 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.57	\$21,990	\$17,340 – 28,800
Kentucky	\$9.81	\$20,410	\$16,400 – 28,350

LOCATION

Over a quarter of all job openings in each of the Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 59 percent work in child daycare services; 29 percent in elementary & secondary schools; others spread across many industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills. Exclude "Special Education Teachers".

EDUCATION

Bachelor's degree. Licensed by the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; instructing; active listening; learning strategies; social perceptiveness; reading comprehension.

ABILITIES

Oral & written comprehension & expression; speech clarity.

KNOWLEDGE

Education & training; English language proficiency; customer service; psychology; mathematics; history & archeology.

TASKS

Establish clear objectives for all lessons, units, & projects, & communicate those objectives to children. Organize & lead activities designed to promote physical, mental & social development. Plan activities for a balanced program of instruction, demonstration, & work time that provides students with opportunities to observe, question, & investigate. Prepare materials & classrooms for class activities. Teach basic skills such as color, shape, number & letter recognition, personal hygiene, & social skills. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Arrange indoor & outdoor space to facilitate creative play, motor-skill activities, & safety. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, & selecting activities of interest to them. Attend to children's basic needs by feeding them, & dressing them.

WORK ACTIVITIES

Train & teach others; think creatively; assist & care for others; maintain interpersonal relationships; interpret the meaning of information for others; develop objects & strategies; maintain up-to-date knowledge.

ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

WORKING CONDITIONS

Work indoors. Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels. Responsible for the health & safety of others. Spend time walking, running, sitting, & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
17,675	19,629

Fast growth to 2014. Around 694 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$44,040	\$35,480 – 56,150
Kentucky	n/a	\$39,910	\$33,230 – 46,330

LOCATION

About a fifth of occupations in each of the Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary & senior high school as defined by applicable State laws & regulations.

EDUCATION

Bachelor's degree. Licensed by the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; instructing; active listening; social perceptiveness; learning strategies; reading comprehension.

ABILITIES

Oral & written comprehension & expression; speech clarity.

KNOWLEDGE

Education & training; English language proficiency; administrative & clerical procedures; psychology; mathematics; therapy & counseling.

TASKS

Establish clear objectives for all lessons, units, & projects, & communicate these objectives to students. Instruct through lectures, discussions, & demonstrations in one or more subjects such as English, mathematics, or social studies. Prepare, administer, & grade tests & assignments in order to evaluate students' progress. Assign lessons & correct homework. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Confer with other staff members to plan & schedule lessons promoting learning, following approved curricula. Confer with parents or guardians, other teachers, counselors, & administrators in order to resolve students' behavioral & academic problems. Enforce all administration policies & rules governing students. Establish & enforce rules for behavior & procedures for maintaining order among the students for whom they are responsible. Guide & counsel students with adjustment and/or academic problems, or special academic interests.

WORK ACTIVITIES

Train & teach others; obtain, document & record information; communicate with persons outside organization; interpret the meaning of information for others; maintain up-to-date knowledge.

ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

WORKING CONDITIONS

Work indoors. Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
7,742	8,297

Average growth to 2014. Around 268 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$44,640	\$36,360 – 56,740
Kentucky	n/a	\$40,510	\$34,030 – 46,990

LOCATION

About a fifth of occupations in each of the Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.

EDUCATION

Bachelor's degree. Licensed by the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; instructing; active listening; learning strategies; social perceptiveness; reading comprehension.

ABILITIES

Oral & written comprehension & expression; speech clarity.

KNOWLEDGE

Education & training; English language proficiency; administrative & clerical procedures; psychology; mathematics; therapy & counseling.

TASKS

Establish clear objectives for all lessons, units, & projects, & communicate those objectives to students. Instruct through lectures, discussions, & demonstrations in one or more subjects such as English, mathematics, or social studies. Prepare, administer, & grade tests & assignments to evaluate students' progress. Assign & grade class work & homework. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Confer with other staff members to plan & schedule lessons promoting learning, following approved curricula. Confer with parents or guardians, other teachers, counselors, & administrators in order to resolve students' behavioral & academic problems. Enforce all administration policies & rules governing students. Establish & enforce rules for behavior & procedures for maintaining order among the students for whom they are responsible.

WORK ACTIVITIES

Train & teach others; obtain, document & record information; communicate with persons outside organization; interpret the meaning of information for others; maintain up-to-date knowledge.

ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

WORKING CONDITIONS

Work indoors. Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels. Must deal with unpleasant or angry people. Coordinate & lead others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
9,887	10,684

Fast growth to 2014. Around 418 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$46,060	\$37,120 – 58,890
Kentucky	n/a	\$41,300	\$34,610 – 48,620

LOCATION

About a fifth of occupations in each of the Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Teach elementary & preschool school subjects to educationally & physically handicapped students. Includes teachers who specialize & work with audibly & visually handicapped students & those who teach basic academic & life processes skills to the mentally impaired.

EDUCATION

Bachelor's degree. Licensed by the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; instructing; monitoring; active listening; learning strategies; social perceptiveness.

ABILITIES

Oral & written comprehension & expression; speech clarity; problem sensitivity.

KNOWLEDGE

Education & training; English language proficiency; customer service; psychology; therapy & counseling.

TASKS

Develop & implement strategies to meet the needs of students with a variety of handicapping conditions. Instruct students in academic subjects in order to reinforce learning & to meet students' varying needs & interests. Instruct students in daily living skills required for independent maintenance & self-sufficiency. Develop individual educational plans designed to promote students' educational, physical, & social development. Modify the general education curriculum for special-needs students based upon a variety of instructional techniques & technologies. Confer with other staff members to plan & schedule lessons promoting learning, following approved curricula. Work to resolve students' behavioral & academic problems. Coordinate placement of students with special needs into mainstream classes. Establish & enforce rules for behavior & policies & procedures to maintain order among the students for whom they are responsible.

WORK ACTIVITIES

Train & teach others; obtain information; communicate with persons outside organization; interpret the meaning of information for others; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Can advance to become supervisors or administrators. May earn advanced degrees & become instructors in colleges.

WORKING CONDITIONS

Work indoors. Work a traditional ten-month school year. Occasionally, must cope with unruly behavior. Work can be emotionally & physically draining. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,337	3,971

Very fast growth to 2014. Around 169 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$44,630	\$36,420 – 56,800
Kentucky	n/a	\$39,590	\$32,810 – 46,160

LOCATION

Over a quarter of occupations are in Louisville area; one seventh in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Psychologists, social workers, speech-language pathologists & audiologists, counselors, teacher assistants, occupational therapists, recreational therapists, teachers—preschool, kindergarten, elementary, middle, & secondary.

JOB DESCRIPTION

Teach middle school subjects to educationally & physically handicapped students. Includes teachers who specialize & work with audibly & visually handicapped students & those who teach basic academic & life processes skills to the mentally impaired.

EDUCATION

Bachelor's degree. Licensed by the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; monitoring; instructing; active listening; learning strategies; social perceptiveness.

ABILITIES

Oral & written comprehension & expression; problem sensitivity; speech clarity.

KNOWLEDGE

Education & training; English language proficiency; customer service; psychology; therapy & counseling.

TASKS

Implement strategies to meet the needs of students with a variety of handicapping conditions. Instruct students in daily living skills required for independent maintenance. Instruct students in one or more subjects. Confer with parents, administrators, testing specialists, social workers, & professionals to develop individual educational plans designed to promote student development. Employ special educational strategies & techniques during instruction to improve the development of sensory- & perceptual-motor skills, language, cognition, & memory. Modify the general education curriculum for special-needs students based upon a variety of instructional techniques & instructional technology. Confer with peers & parents in order to resolve students' behavioral & academic problems. Coordinate placement of students with special needs into mainstream classes. Establish & enforce rules for behavior & policies & procedures to maintain order among students.

WORK ACTIVITIES

Train & teach others; obtain information; communicate with persons outside organization; interpret the meaning of information for others; maintain interpersonal relationships; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

WORKING CONDITIONS

Work indoors. Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,748	2,043

Very fast growth to 2014. Around 85 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$45,490	\$36,730 – 58,660
Kentucky	n/a	\$38,580	\$32,680 – 46,020

LOCATION

Nearly a third of occupations are in Louisville area; about a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Teach secondary school subjects to educationally & physically handicapped students. Includes teachers who specialize & work with audibly & visually handicapped students & those who teach basic academic & life processes skills to the mentally impaired.

EDUCATION

Bachelor's degree. Licensed by the Education Professional Standards Board.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; monitoring; instructing; active listening; learning strategies; social perceptiveness.

ABILITIES

Oral & written comprehension & expression; problem sensitivity; speech clarity.

KNOWLEDGE

Education & training; English language proficiency; customer service; psychology; therapy & counseling.

TASKS

Implement strategies to meet the needs of students with a variety of handicapping conditions. Instruct students in daily living skills required for independent maintenance. Instruct students in one or more. Confer with parents, administrators, testing specialists, social workers, & professionals to develop individual educational plans designed to promote student development. Modify the general education curriculum for special-needs students. Confer with other staff members to plan lessons promoting learning, following approved curricula. Confer with peers & parents in order to resolve students' behavioral & academic problems. Coordinate placement of students with special needs into mainstream classes. Employ special educational strategies & techniques during instruction to improve the development of sensory- & perceptual-motor skills, language, cognition, & memory. Establish & enforce rules for behavior & policies & procedures to maintain order among students.

WORK ACTIVITIES

Train & teach others; obtain information; communicate with persons outside organization; interpret the meaning of information for others; maintain interpersonal relationships; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

WORKING CONDITIONS

Work indoors. Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,883	2,144

Very fast growth to 2014. Around 84 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	n/a	\$46,820	\$37,810 – 60,780
Kentucky	n/a	\$40,710	\$34,110 – 47,720

LOCATION

Over a fifth of occupations are in the Louisville area; a sixth in the Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Develop instructional material, coordinate educational content, & incorporate current technology in specialized fields that provide guidelines to educators & instructors for developing curricula & conducting courses. Include educational consultants & specialists, & instructional material directors.

EDUCATION

Master's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; active listening; critical thinking; instruction; learning strategies.

ABILITIES

Oral & written expression; problem sensitivity; inductive reasoning; speech clarity & recognition.

KNOWLEDGE

Education & training; English language proficiency; customer & personal service; psychology; administration & management.

TASKS

Advise & teach students. Advise teaching & administrative staff in curriculum development, use of materials & equipment, & implementation of state & federal programs & procedures. Conduct or participate in workshops, committees, & conferences designed to promote the intellectual, social, & physical welfare of students. Develop instructional materials to be used by educators & instructors. Interpret & enforce provisions of state education codes, & rules & regulations of state education boards. Observe work of teaching staff to evaluate performance, & to recommend changes that could strengthen teaching skills. Organize production & design of curriculum materials. Plan & conduct teacher training programs & conferences dealing with new classroom procedures, instructional materials & equipment, & teaching aids. Prepare grant proposals, budgets, & program policies & goals, or assist in their preparation. Prepare or approve manuals, guidelines, & reports on state educational policies & practices for distribution to school districts. Research, evaluate, & prepare recommendations on curricula, instructional methods, & materials for school systems.

WORK ACTIVITIES

Communicate with peers, supervisors, & subordinates; organize, plan, & prioritize work; establish & maintain interpersonal relationships; obtain information; update & use relevant knowledge.

ADVANCEMENT OPPORTUNITIES

Depending on experience & educational attainment, instructional coordinators may advance to higher administrative positions in a school system, or to management or executive positions in private industry.

WORKING CONDITIONS

Often work year round, usually in offices or classrooms. Some travel may be required. May find work stressful because the occupation requires continual accountability. Not uncommon to work long hours.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,037	2,270

Fast growth to 2014. Around 65 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$24.24	\$50,430	\$37,030 – 67,370
Kentucky	n/a	n/a	n/a

LOCATION

Over a quarter of occupations are in Bluegrass area; a fifth in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 25 percent work in elementary & secondary schools; 23 percent in religious organizations; 20 percent in colleges, universities, & professional schools; others spread throughout various industries.

ALTERNATE OCCUPATIONAL TITLES

Curriculum director; course developer; education specialist.

RELATED OCCUPATIONS

Preschool, kindergarten, elementary, middle, & secondary school teachers; postsecondary teachers; education administrators; counselors; human resources, training, & labor relations managers & specialists.

JOB DESCRIPTION

Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material & releasing it through various communications media. May prepare & arrange displays, & make speeches.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Speaking; writing; persuasion; critical thinking; active listening; complex problem solving; coordination; social perceptiveness.

ABILITIES

Oral & written expression & comprehension; speech clarity; fluency of ideas.

KNOWLEDGE

Sales & marketing; mathematics; telecommunications; communications & media; psychology.

TASKS

Arrange public appearances, lectures, contests, or exhibits for clients. Consult with advertising agencies or staff to arrange promotional campaigns in all types of media for products, organizations, or individuals. Establish & maintain cooperative relationships with representatives of community, consumer, employee, & public interest groups. Plan & direct development & communication of informational programs. Prepare or edit organizational publications for internal & external audiences. Respond to requests for information from the media or designate another appropriate spokesperson or information source. Study the objectives, promotional policies & needs of organizations to develop public relations strategies that will influence public opinion or promote ideas, products & services. Confer with production & support personnel to produce or coordinate production of advertisements & promotions. Deliver speeches to further public relations objectives.

WORK ACTIVITIES

Communicate with persons outside an organization; judge the qualities of services or people; obtain information; make decisions & solve problems; organize, plan, & prioritize work.

ADVANCEMENT OPPORTUNITIES

May come as public relations specialists show that they can handle more demanding assignments. Some experienced public relations specialists start their own consulting firms.

WORKING CONDITIONS

Work a 35- to 40-hour week, but unpaid overtime is common. Occasionally must be on call. Work schedules can be irregular & frequently interrupted. Schedules often have to be rearranged. Maintain contact with others, particularly external customers. Coordinate & lead others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,804	3,035

Average growth to 2014. Around 76 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$21.64	\$45,020	\$33,940 – 61,920
Kentucky	\$17.71	\$36,840	\$28,500 – 46,060

LOCATION

Over one quarter of occupations in Louisville area; nearly a quarter in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 16 percent work for religious organizations; 10 percent work for colleges, universities, & professional schools; others spread among various industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Advertising, marketing, promotions, public relations, & sales managers; demonstrators, product promoters, & models; news analysts, reporters, & correspondents; lawyers; market & survey researchers; sales representatives, wholesale & manufacturing; police & detectives.

JOB DESCRIPTION

Photograph persons, subjects, merchandise, or other commercial products. May develop negatives & produce finished prints. Include scientific photographers, aerial photographers, & photojournalists.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection; operation & control; science; operations analysis; complex problem solving; monitoring.

ABILITIES

Near & far vision; visual color discrimination; information ordering; arm-hand steadiness; visualization.

KNOWLEDGE

Chemistry; physics; medicine & dentistry; communications & media; fine arts; biology.

TASKS

Frame subject matter & background in lens to capture desired image. Select & assemble equipment & required background properties, according to subject, materials, & conditions. Direct activities of workers assisting in setting up photographic sets. Estimate or measure light level, distance, & number of exposures needed, using measuring devices & formulas. Photograph variety of subject material to illustrate or record scientific or medical data or phenomena, related to an area of interest. Sight & focus camera to take picture of subject material to illustrate or record scientific or medical data or phenomena. Plan methods & procedures for photographing subject material & set-up of required equipment. Engage in research to develop new photographic procedure, materials, & scientific data. Set up, mount, or install photographic equipment & cameras. Remove exposed film & develops film, using chemicals, touch up tools, & equipment.

WORK ACTIVITIES

Handle & move objects; identify objects, actions, & events; organize, plan, & prioritize work; think creatively; monitor processes, materials, or surroundings; obtain information.

ADVANCEMENT OPPORTUNITIES

With experience, may advance to photography or picture editor positions. May also teach at technical schools, film schools, or universities.

WORKING CONDITIONS

Work indoors or outdoors, depending on subject matter. Most often a standard 5-day, 40-hour workweek, but hours will fluctuate depending upon the type of work. Income will often fluctuate with the variable hours. Must have a knowledge of copyright infringement laws.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,046	2,403

Very fast growth to 2014. Around 94 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.55	\$26,100	\$18,420 – 37,370
Kentucky	\$12.48	\$25,950	\$17,190 – 38,030

LOCATION

Nearly two fifths of occupations are in Louisville area; almost a quarter in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 60 percent are self-employed; around 27 percent work in other professional, scientific, & technical services; others spread among a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Architects, except landscape & naval; artists & related workers; designers; news analysts, reporters, & correspondents; television, video, & motion picture camera operators & editors.

JOB DESCRIPTION

Adjust spinal column & other articulations of the body to correct abnormalities of the human body believed to be caused by interference with the nervous system. Examine patient to determine nature & extent of disorder. Manipulate spine or other involved area. May utilize supplementary measures, such as exercise, rest, water, light, heat, & nutritional therapy.

EDUCATION

First professional degree. Licensing through Kentucky Board of Chiropractic Examiners.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; speaking; critical thinking; service orientation.

ABILITIES

Oral expression & comprehension; problem sensitivity; speech clarity; inductive reasoning.

KNOWLEDGE

Medicine & dentistry; customer & personal service; English language proficiency; therapy & counseling; biology.

TASKS

Advise patients about recommended courses of treatment. Analyze x-rays to locate the sources of patients' difficulties & to rule out fractures or diseases as sources of problems. Consult with & refer patients to appropriate health practitioners when necessary. Counsel patients about nutrition, exercise, sleeping habits, stress management, & other matters. Diagnose health problems by reviewing patients' health & medical histories, questioning, observing & examining patients, & interpreting x-rays. Evaluate the functioning of the neuromusculoskeletal system & the spine using systems of chiropractic diagnosis. Maintain accurate case histories of patients. Perform a series of manual adjustments to the spine, or other articulations of the body, to correct the musculoskeletal system. Suggest & apply the use of supports.

WORK ACTIVITIES

Assist & care for others; work directly with the public; obtain, document, & record information; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

May set up a new practice, purchase an established one, or enter into partnership with an established practitioner.

WORKING CONDITIONS

Work in clean, comfortable offices. Average workweek is about 40 hours, though longer hours are not uncommon. May work evenings or weekends to accommodate patients. Sometimes on feet for long periods.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
513	623

Very fast growth to 2014. Around 25 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$32.31	\$67,200	\$46,170 – 102,920
Kentucky	\$47.12	\$98,010	\$59,340 – 111,880

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Over 58 percent are self-employed; 41 percent work in offices of health practitioners; remaining occur minimally in other industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Athletic trainers; massage therapists; occupational therapists; physical therapists; physicians & surgeons; podiatrists; veterinarians.

JOB DESCRIPTION

Plan & conduct food service or nutritional programs to assist in the promotion of health & control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

EDUCATION

Bachelor's degree. Licensing through Kentucky Board of Licensure & Certification for Dietitians & Nutritionists.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; speaking; instructing; writing.

ABILITIES

Oral expression & comprehension; written comprehension; deductive & inductive reasoning; problem sensitivity; speech clarity.

KNOWLEDGE

Education & training; customer & personal service; English language proficiency; medicine & dentistry; psychology.

TASKS

Assess nutritional needs, diet restrictions & current health plans to develop & implement dietary-care plans & provide nutritional counseling. Consult with physicians & health care personnel to determine nutritional needs & diet restrictions of patient or client. Coordinate recipe development & standardization & develop new menus for independent food service operations. Counsel individuals & groups on basic rules of good nutrition, healthy eating habits, & nutrition monitoring to improve their quality of life. Develop curriculum & prepare manuals, visual aids, course outlines, & other materials used in teaching. Inspect meals served for conformance to prescribed diets & standards of palatability & appearance. Plan & conduct training programs in dietetics, nutrition, & institutional management & administration for medical students, health-care personnel & the general public. Plan & prepare grant proposals to request program funding. Plan, conduct, & evaluate dietary, nutritional, & epidemiological research. Prepare & administer budgets for food, equipment & supplies. Purchase food in accordance with health & safety codes. Test new food products & equipment. Write research reports & other publications to document & communicate research findings.

WORK ACTIVITIES

Interpret the meaning of information for others; obtain, document, & record information; update & use relevant knowledge.

ADVANCEMENT OPPORTUNITIES

May move to management positions or become sales representatives.

WORKING CONDITIONS

Most work a 40-hour week though some work weekends. Usually work in clean, well-lighted, & well-ventilated areas. However, some dietitians work in warm, congested kitchens. On feet for much of the workday.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
914	1,015

Fast growth to 2014. Around 40 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$21.61	\$44,940	\$36,960 – 54,730
Kentucky	\$20.97	\$43,610	\$36,820 – 52,160

LOCATION

Almost one third work in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 22 percent work in general medical & surgical hospitals; 12 percent for local government; 12 percent in special food services; others spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Food adviser; menu planner; dietist.

RELATED OCCUPATIONS

Food services managers; registered nurses.

JOB DESCRIPTION

Diagnose, manage, & treat conditions & diseases of the human eye & visual system. Examine eyes & visual system, diagnose problems or impairments, prescribe corrective lenses, & provide treatment. May prescribe therapeutic drugs to treat specific eye conditions.

EDUCATION

First professional degree. Licensing through Kentucky Board of Optometric Examiners.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; critical thinking; judgment & decision making; science.

ABILITIES

Oral expression & comprehension; arm-hand steadiness; near vision; problem sensitivity.

KNOWLEDGE

Medicine & dentistry; customer & personal service; English language proficiency; biology; mathematics.

TASKS

Analyze test results & develop a treatment plan. Consult with & refer patients to ophthalmologist or other health care practitioner if additional medical treatment is determined necessary. Educate & counsel patients on contact lens care, visual hygiene, lighting arrangements & safety factors. Examine eyes, using observation, instruments & pharmaceutical agents, to determine visual acuity & perception, focus & coordination & to diagnose diseases & other abnormalities such as glaucoma or color blindness. Prescribe medications to treat eye diseases if state laws permit. Prescribe therapeutic procedures to correct or conserve vision. Prescribe, supply, fit & adjust eyeglasses, contact lenses & other vision aids. Provide patients undergoing eye surgeries, such as cataract & laser vision correction, with pre- & post-operative care. Provide vision therapy & low vision rehabilitation. Remove foreign bodies from the eye.

WORK ACTIVITIES

Make decisions & solve problems; work directly with the public; update & use relevant knowledge; process information; maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

Optometrists wishing to teach or conduct research may study for a master's or Ph.D. degree in visual science, physiological optics, neurophysiology, public health, health administration, health information & communication, or health education.

WORKING CONDITIONS

Work in clean, well lighted, & comfortable places. Most work about 40 hours a week. Many work weekends & evenings to suit the needs of patients. Emergency calls, once uncommon, have increased with the passage of therapeutic-drug laws expanding optometrists' ability to prescribe medications.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
463	571

Fast growth to 2014. Around 24 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$42.33	\$88,040	\$64,400 – 114,600
Kentucky	\$38.68	\$80,460	\$45,190 – 103,010

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Over 46 percent work in offices of other health practitioners; 32 percent are self-employed; 15 percent in health & personal care stores; others occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Chiropractors; dentists; physicians & surgeons; psychologists; podiatrists; veterinarians.

JOB DESCRIPTION

Compound & dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

EDUCATION

First professional degree. Licensing through Kentucky Board of Pharmacy.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; science; mathematics; active listening; critical thinking; judgment & decision making; writing.

ABILITIES

Oral & written expression & comprehension; information ordering; mathematical reasoning.

KNOWLEDGE

Chemistry; medicine & dentistry; computers & electronics; administration & management principles; biology; English language proficiency.

TASKS

Assay radiopharmaceuticals, verify rates of disintegration, & calculate the volume required to produce the desired results, to ensure proper dosages. Assess the identity, strength & purity of medications. Compound & dispense medications as prescribed by doctors & dentists. Prepare sterile solutions & infusions for use in surgical procedures, emergency rooms, or patients' homes. Review prescriptions to assure accuracy, to ascertain the needed ingredients, & to evaluate their suitability. Advise customers on the selection of medication brands, medical equipment & health-care supplies. Analyze prescribing trends to monitor patient compliance & to prevent excessive usage or harmful interactions. Collaborate with other health care professionals to plan, monitor, review, & evaluate the quality & effectiveness of drugs & drug regimens, providing advice on drug applications & characteristics. Compound radioactive substances & reagents to prepare radiopharmaceuticals, following radiopharmacy laboratory procedures.

WORK ACTIVITIES

Obtain information; identify objects, actions, & events; communicate with peers, supervisors, & subordinates; maintain up-to-date knowledge; evaluate information to determine compliance with standards.

ADVANCEMENT OPPORTUNITIES

May be promoted to pharmacy supervisor or manager at the store level, then to manager at the district or regional level, & later to an executive position. Hospital pharmacists may advance to supervisory or administrative positions.

WORKING CONDITIONS

Work in clean, well-lighted, & well-ventilated areas. Wear gloves & masks at times. May travel to nursing homes or other facilities. About 19 percent of pharmacists worked part time in 2002. Most full-time salaried pharmacists worked about 40 hours a week. Some may work more. Responsible for the health & safety of others. Accuracy is imperative.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,686	4,089

Fast growth to 2014. Around 133 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$43.18	\$89,820	\$78,620 – 103,300
Kentucky	\$44.82	\$79,560	\$79,560 – 105,500

LOCATION

About one quarter work in Louisville area; a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 50 percent work in health & personal care stores; 19 percent in general medical & surgical hospitals; others spread among a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Pharmacy technicians & pharmacy aides; biological scientists, medical scientists, & chemists; materials scientists; physicians & surgeons.

JOB DESCRIPTION

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, & counsel patients. May prescribe medication. Exclude "Emergency Medical Technicians & Paramedics", "Medical Assistants", & "Registered Nurses".

EDUCATION

Bachelor's degree. Licensed by Kentucky Board of Medical Licensure.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; active learning; speaking; reading comprehension; critical thinking.

ABILITIES

Inductive & deductive reasoning; problem sensitivity; oral expression & comprehension; speech clarity.

KNOWLEDGE

Medicine & dentistry; customer & personal service; biology; psychology; therapy & counseling.

TASKS

Administer or order diagnostic tests, such as x-ray, electrocardiogram, & laboratory tests. Examine patients to obtain information about their physical condition. Instruct & counsel patients about prescribed therapeutic regimens, normal growth & development, family planning, emotional problems of daily living, & health maintenance. Interpret diagnostic test results for deviations from normal. Make tentative diagnoses & decisions about management & treatment of patients. Maintain patient medical data. Order medical & laboratory supplies & equipment. Perform therapeutic procedures, such as injections, immunizations, suturing & wound care, & infection management. Prescribe therapy or medication with physician approval. Provide physicians with assistance during surgery or complicated medical procedures. Supervise & coordinate activities of technicians & technical assistants. Visit & observe patients on hospital rounds or house calls.

WORK ACTIVITIES

Assist & care for others; make decisions & solve problems; work directly with the public; obtain information; communicate with peers, supervisors, & subordinates.

ADVANCEMENT OPPORTUNITIES

May advance to added responsibilities & higher earnings with knowledge & experience. By the nature of the profession, clinically practicing PAs are always supervised by physicians.

WORKING CONDITIONS

Usually work in a comfortable, well-lighted environment. Those in surgery may stand for long periods. Schedule varies with practice setting. May work weekends, nights, or early mornings. May also be on call.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
703	885

Very fast growth to 2014. Around 35 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$34.63	\$72,030	\$59,260 – 86,530
Kentucky	\$31.58	\$65,690	\$55,810 – 78,550

LOCATION

About one fifth of occupations are in Bluegrass area; a sixth in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 72 percent work in offices of physicians; others occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Nurse practitioner; surgical assistant.

RELATED OCCUPATIONS

Audiologists; occupational therapists; physical therapists; registered nurses; speech-language pathologists.

JOB DESCRIPTION

Assess patient health problems & needs, develop & implement nursing care plans, & maintain medical records. Administer nursing care to patients. May advise patients on health maintenance & disease prevention or provide case management. Includes advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, & certified registered nurse anesthetists. (Advanced practice nursing is practiced by those who have specialized formal, post-basic education.)

EDUCATION

Associate's degree. Licensing through Kentucky Board of Nursing.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; science; critical thinking; active listening.

ABILITIES

Problem sensitivity; oral & written comprehension; written expression; information ordering; near vision.

KNOWLEDGE

Chemistry; psychology; medicine & dentistry; therapy & counseling; biology.

TASKS

Consult & coordinate with health care team members to plan patient care plans. Maintain accurate reports & records. Modify patient treatment plans as indicated by patients' responses & conditions. Monitor all aspects of patient care, including diet & physical activity. Monitor & record changes in patients' conditions. Observe nurses & visit patients to ensure that proper nursing care is provided. Prepare patients for, & assist with, examinations & treatments. Prepare rooms, sterile instruments, equipment & supplies, & ensure that stock of supplies is maintained. Provide health care, first aid, immunizations & assistance in convalescence & rehabilitation in locations such as schools, hospitals, & industry. Record patients' medical information & vital signs.

WORK ACTIVITIES

Obtain, document, & record information; monitor process, materials, or surroundings; communicate with peers, supervisors, & subordinates; maintain up-to-date knowledge; assist & care for others.

ADVANCEMENT OPPORTUNITIES

Experience & good performance can lead to promotion. Can move into a nursing specialty such as clinical nurse specialist, nurse practitioner, certified nurse midwife, or certified registered nurse anesthetist.

WORKING CONDITIONS

Work in clean, well-lighted hospital environment. Wear gloves, masks, or other protective gear at times. May stand for long periods. Usually work about 40 hours a week. Weekends, nights, & mornings are all possible. May be exposed to disease & infections. Responsible for the health & safety of others. Important to be accurate.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
41,966	47,734

Fast growth to 2014. Around 1,729 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$26.82	\$54,670	\$45,710 – 66,650
Kentucky	\$23.46	\$48,800	\$41,490 – 56,590

LOCATION

Over a quarter of all occupations work in Louisville area; over a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 58 percent work in hospitals; remainder spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Emergency medical technicians & paramedics; occupational therapists; physical therapists, physician assistants, respiratory therapists; social workers.

JOB DESCRIPTION

Assess, plan, organize, & participate in rehabilitative programs that help restore vocational, homemaking, & daily living skills, as well as general independence, to disabled persons.

EDUCATION

Master's degree. Licensing through Kentucky Board of Licensure for Occupational Therapy.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; service orientation; writing; speaking.

ABILITIES

Oral comprehension & expression; written expression; speech clarity & recognition; information ordering; problem sensitivity; deductive & inductive reasoning.

KNOWLEDGE

Therapy & counseling; psychology; customer & personal service; English language proficiency; education & training.

TASKS

Advise on health risks in the workplace & on health-related transition to retirement. Conduct research in occupational therapy. Consult with rehabilitation team to select activity programs & coordinate occupational therapy with other therapeutic activities. Design & create special supplies & equipment. Develop & participate in health promotion programs, group activities. Evaluate patients' progress. Help clients improve decision making, abstract reasoning, memory, sequencing, coordination & perceptual skills. Plan & implement programs & social activities to help patients learn work & school skills & adjust to handicaps. Plan, organize, & conduct occupational therapy programs in hospital, institutional, or community settings to help rehabilitate those impaired because of illness, injury or psychological or developmental problems. Provide patients with assistance in locating & holding jobs. Provide training & supervision in therapy techniques & objectives for students & nurses & other medical staff. Select activities that will help individuals learn work & life-management skills within limits of their mental & physical capabilities. Test & evaluate patients' physical & mental abilities & analyze medical data to determine realistic rehabilitation goals for patients.

WORK ACTIVITIES

Obtain, document, & record information; develop objectives & strategies; assist & care for others; establish & maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

May advance to management or supervisory positions with greater responsibilities & pay.

WORKING CONDITIONS

Work in hospitals & other health care settings. Typically work a 40-hour week. Work can be tiring from long periods spent on feet. Those providing home aide may travel a great deal. Potential for back & muscle strain from lifting & moving equipment or patients.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,305	1,615

Very fast growth to 2014. Around 59 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$27.34	\$56,860	\$47,590 – 69,740
Kentucky	\$27.18	\$56,520	\$47,870 – 67,230

LOCATION

Almost two fifths of occupations are in Louisville area; about one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 23 percent work in offices of other health practitioners; about 20 percent in general medical & surgical hospitals; 12 percent in nursing care facilities; others spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

Rehabilitation engineer; vocational trainer; independent living specialist.

RELATED OCCUPATIONS

Audiologists; chiropractors; physical therapists; recreational therapists; rehabilitation counselors; respiratory therapists; speech-language pathologists.

JOB DESCRIPTION

Assess, plan, organize, & participate in rehabilitative programs that improve mobility, relieve pain, increase strength, & decrease or prevent deformity of patients suffering from disease or injury.

EDUCATION

Master's degree. Licensed by Kentucky Board of Physical Therapy.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Reading comprehension; time management; instructing; active listening; critical thinking.

ABILITIES

Problem sensitivity; oral & written comprehension; oral expression; inductive reasoning.

KNOWLEDGE

Biology; medicine & dentistry; education & training; customer service; therapy & counseling.

TASKS

Carry out individually designed programs of physical treatment to improve physical functioning, alleviate pain & prevent physical dysfunction in patients. Perform an initial exam, evaluating data to identify problems & determine a diagnosis prior to intervention. Evaluate effects of treatment at various stages & adjust treatments to achieve maximum benefit. Administer manual exercises to help relieve pain, increase the patient's strength, & decrease or prevent deformity & crippling. Instruct patient & family in treatment procedures to be continued at home. Confer with the patient, medical practitioners & appropriate others to plan, implement & assess the intervention program. Review physician's referral & patient's medical records to help determine diagnosis & physical therapy treatment required. Record progress in patient's chart or enter information into computer. Discharge patient from physical therapy when goals or projected outcomes have been attained & provide for appropriate follow up care or referrals.

WORK ACTIVITIES

Obtain information; maintain interpersonal relationships; make decisions & solve problems; assist & care for others; identify actions, objects & events.

ADVANCEMENT OPPORTUNITIES

Expected to continue professional development by participating in continuing education courses & workshops. Some states require continuing education as a condition of maintaining one's licensure.

WORKING CONDITIONS

Work in hospitals, clinics, & private offices. Work a 40-hour week, often including evenings & weekends. Can be physically demanding due to stooping, kneeling, crouching, lifting, & standing for long periods. Work in a group or team environment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,290	2,819

Very fast growth to 2014. Around 93 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$30.33	\$63,080	\$52,270 – 74,530
Kentucky	\$29.30	\$60,950	\$51,600 – 72,240

LOCATION

Over one third of occupations are in Louisville area; a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 39 percent work in offices of other health practitioners; about 24 percent in hospitals; others spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Rehabilitation counselors; recreational therapists; physical therapists; respiratory therapists; audiologists; chiropractors; speech-language pathologists.

JOB DESCRIPTION

Assess, treat, & care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate & conduct therapeutic procedures; maintain patient records; & select, assemble, check, & operate equipment.

EDUCATION

Associate's degree. Licensing through Kentucky Board of Respiratory Care.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; instructing; reading comprehension; monitoring; critical thinking.

ABILITIES

Oral comprehension & expression; problem sensitivity; speech clarity & recognition.

KNOWLEDGE

Medicine & dentistry; customer & personal service; English language proficiency; psychology; education & training.

TASKS

Conduct tests to evaluate patients' cardiopulmonary functions. Demonstrate respiratory care procedures to trainees & other health care personnel. Determine requirements for treatment. Educate patients & their families about their conditions. Explain treatment procedures to patients. Maintain respiratory therapy equipment. Maintain charts that contain patients' pertinent identification & therapy information. Make emergency visits to resolve equipment problems. Monitor patient's physiological responses to therapy. Assist or instruct patients in performance of breathing exercises. Provide emergency care, including artificial respiration, external cardiac massage & assistance with cardiopulmonary resuscitation. Read prescription, measure arterial blood gases, & review patient information to assess patient condition. Relay blood analysis results to a physician. Set up & operate devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, & aerosol generators, following specified parameters of treatment. Teach, train, supervise, & utilize the assistance of students, respiratory therapy technicians, & assistants.

WORK ACTIVITIES

Assist & care for others; organize, plan, & prioritize work; communicate with peers, supervisors, & subordinates; obtain, document, & record information.

ADVANCEMENT OPPORTUNITIES

May move from general care to the care of critically ill patients who have significant problems in other organ systems. May also advance to management or supervisory positions with greater responsibilities & pay.

WORKING CONDITIONS

Usually work between 35 & 40 hours a week. May work evenings, nights, or weekends. Spend long periods standing & walking. Often work under a great deal of stress. Those employed in home health care must travel frequently to the homes of patients.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,715	1,880

Fast growth to 2014. Around 85 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$21.70	\$45,140	\$39,050 – 53,410
Kentucky	\$19.29	\$40,130	\$34,430 – 45,180

LOCATION

One third of occupations are in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 76 percent work in general medical & surgical hospitals; rest spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Registered nurses; occupational therapists; physical therapists; radiation therapists.

JOB DESCRIPTION

Assess & treat persons with speech, language, voice, & fluency disorders. May select alternative communication systems & teach their use. May perform research related to speech & language problems.

EDUCATION

Master's degree. Licensed by the Kentucky Board of Speech-Language Pathology and Audiology.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Instructing; speaking; writing; active learning; learning strategies; reading comprehension.

ABILITIES

Oral & written comprehension & expression; speech clarity.

KNOWLEDGE

Therapy & counseling; education & training; medicine & dentistry; English language proficiency; administration & management principles; human resources.

TASKS

Administer hearing or speech/language examinations to patients to collect information on type & degree of impairments. Develop & implement treatment plans for problems such as stuttering, delayed language, swallowing disorders, & inappropriate pitch or harsh voice problems. Develop speech exercise programs to reduce disabilities. Evaluate hearing & speech/language test results & medical or background information to diagnose treatment for speech, language, fluency, voice, & swallowing disorders. Instruct clients in techniques for more effective communication, including sign language, lip reading, & voice improvement. Monitor patients' progress & adjust treatments accordingly. Record information on the initial evaluation, treatment, progress, & discharge of clients. Refer clients to additional medical or educational services if needed. Teach clients to control or strengthen tongue, jaw, face muscles, & breathing mechanisms. Communicate with non-speaking students, using sign language or computer technology.

WORK ACTIVITIES

Obtain information; make decisions & solve problems; maintain up-to-date knowledge; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

The nature of this occupation does not allow for great opportunities for advancement. However, one can pursue a career in instruction.

WORKING CONDITIONS

Though not physically demanding, this occupation requires attention to detail & intense concentration. The emotional needs of clients & their families may be demanding. Work between 35 & 40 hours per week; some work part time. May spend a substantial amount of time traveling between facilities.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,748	1,887

Fast growth to 2014. Around 68 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$26.38	\$54,880	\$44,080 – 69,060
Kentucky	\$24.04	\$50,000	\$41,320 – 61,500

LOCATION

Almost a quarter of occupations are in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 48 percent work in elementary & secondary schools; 17 percent work in offices of other health practitioners; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Audiologists; occupational therapists; optometrists; physical therapists; psychologists; recreational therapists; rehabilitation counselors.

JOB DESCRIPTION

Diagnose & treat diseases & dysfunctions of animals. May engage in a particular function, such as research & development, consultation, administration, technical writing, sale or production of commercial products, or rendering of technical services to commercial firms or other organizations. Include veterinarians who inspect livestock.

EDUCATION

First professional degree. Licensed by the Kentucky Board of Veterinary Examiners.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; critical thinking; reading comprehension; complex problem solving; speaking.

ABILITIES

Inductive reasoning; oral comprehension & expression; speech clarity & recognition; problem sensitivity; written comprehension.

KNOWLEDGE

Biology; medicine & dentistry; customer & personal service; English language proficiency; mathematics.

TASKS

Advise animal owners regarding sanitary measures, feeding, & general care necessary to promote health of animals. Collect body tissue, feces, blood, urine, or other body fluids for examination & analysis. Conduct postmortem studies & analyses to determine the causes of animals' deaths. Determine the effects of drug therapies, antibiotics, or new surgical techniques by testing them on animals. Drive mobile clinic vans to farms so that health problems can be treated or prevented. Euthanize animals. Examine animals to detect & determine the nature of diseases or injuries. Inoculate animals against various diseases such as rabies & distemper. Inspect & test horses, sheep, poultry, & other animals to detect the presence of communicable diseases. Inspect animal housing facilities to determine their cleanliness & adequacy. Plan & execute animal nutrition & reproduction programs. Provide care to a wide range of animals or specialize in a particular species. Research diseases to which animals could be susceptible. Treat sick or injured animals.

WORK ACTIVITIES

Update & use relevant knowledge; make decisions & solve problems; obtain information; identify objects, actions, & events; work directly with the public.

ADVANCEMENT OPPORTUNITIES

With experience, many set up own practice or purchase an established one.

WORKING CONDITIONS

Often work long hours. Work outdoors in all kinds of weather. May have to operate under unsanitary conditions. Risk being bitten, kicked, or scratched.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
970	1,108

Very fast growth to 2014. Around 44 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$33.13	\$68,910	\$53,550 – 90,760
Kentucky	\$28.90	\$60,100	\$40,400 – 73,210

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Almost 73 percent work in other professional, scientific, & technical services; 22 percent are self-employed; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Animal doctor.

RELATED OCCUPATIONS

Chiropractors; dentists; optometrists; physicians & surgeons; podiatrists; biological scientists; medical scientists; animal care & service workers; veterinary technologists & technicians.

JOB DESCRIPTION

Perform complex medical laboratory tests for diagnosis, treatment, & prevention of disease. May train or supervise staff.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Quality control analysis; equipment maintenance; operation & control; troubleshooting; reading comprehension.

ABILITIES

Near vision; problem sensitivity; inductive reasoning; oral expression; written comprehension.

KNOWLEDGE

Chemistry; biology; English language proficiency; public safety & security; computers & electronics.

TASKS

Analyze laboratory findings to check the accuracy of the results. Analyze samples of biological material. Conduct chemical analysis of body fluids. Conduct medical research under direction of microbiologist or biochemist. Develop procedures, techniques & tests used in medical laboratory experiments. Enter data from analysis of medical tests & clinical results into computer for storage. Monitor programs to ensure the accuracy of laboratory results. Harvest cell cultures at optimum time based on knowledge of cell cycle differences & culture conditions. Maintain equipment used in quantitative & qualitative analysis. Provide technical information about test results to physicians, family members & researchers. Select & prepare specimen & media for cell culture. Maintain laboratory equipment. Study blood samples to determine the number of cells & their morphology, as well as the blood group, type & compatibility for transfusion purposes, using microscopic technique. Supervise, train, & direct lab assistants, medical & clinical laboratory technicians & technologists, & other medical laboratory workers.

WORK ACTIVITIES

Make decisions & solve problems; organize, plan, & prioritize work; identify objects, actions, & events; document & record information; evaluate information to determine compliance with standards.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory positions or become chief medical or clinical laboratory technologists or laboratory managers in hospitals.

WORKING CONDITIONS

Hours vary with the size & type of employment. Clinical laboratory personnel are trained to work with infectious specimens. Protective masks, gloves, & goggles are often necessary. Laboratories usually are well lighted & clean but sometimes might have fumes. May spend a great deal of time on feet.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,754	2,913

Average growth to 2014. Around 106 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.94	\$47,710	\$40,000 – 56,030
Kentucky	\$21.38	\$44,460	\$37,740 – 51,770

LOCATION

About a quarter in each of Louisville & Bluegrass areas; rest statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 70 percent work in general medical & surgical hospitals; rest work in a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Chemists & materials scientists; science technicians; veterinary technologists & technicians.

JOB DESCRIPTION

Clean teeth & examine oral areas, head, & neck for signs of oral disease. May educate patients on oral hygiene, take & develop X-rays, or apply fluoride or sealants.

EDUCATION

Associate's degree. Licensing through Kentucky Board of Dentistry.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening & learning; reading comprehension; time management; speaking.

ABILITIES

Finger & manual dexterity; arm-hand steadiness; near vision; problem sensitivity.

KNOWLEDGE

Medicine & dentistry; customer & personal service; biology; education & training; English language proficiency.

TASKS

Administer local anesthetic agents. Apply fluorides & other cavity preventing agents to arrest dental decay. Chart conditions of decay & disease for diagnosis & treatment by dentist. Clean calcareous deposits, accretions, & stains from teeth & beneath margins of gums, using dental instruments. Conduct dental health clinics for community groups to augment services of dentist. Examine gums, using probes, to locate periodontal recessed gums & signs of gum disease. Expose & develop x-ray film. Feel & visually examine gums for sores & signs of disease. Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer. Make impressions for study casts. Place & remove rubber dams, matrices, & temporary restorations. Place, carve, & finish amalgam restorations. Provide clinical services & health education to improve & maintain oral health of school children. Remove excess cement from coronal surfaces of teeth. Remove sutures & dressings.

WORK ACTIVITIES

Assist & care for others; obtain information; work directly with the public; identify objects, actions, & events; update & use relevant knowledge.

ADVANCEMENT OPPORTUNITIES

Advancement can come with additional education & experience.

WORKING CONDITIONS

Flexible scheduling is a distinctive feature of this job. Dentists frequently hire hygienists to work only 2 or 3 days a week, so hygienists may hold jobs in more than one dental office. Work in clean, well-lighted offices. Important health safeguards include strict adherence to proper radiological procedures, & the use of appropriate protective devices when administering anesthetic gas. Must wear gear to protect themselves & patients from infectious diseases.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,610	2,014

Very fast growth to 2014. Around 67 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$29.28	\$60,890	\$49,120 – 71,480
Kentucky	\$23.91	\$49,740	\$42,180 – 56,560

LOCATION

Over a quarter of occupations are in Bluegrass area; one sixth in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 96 percent work in offices of dentists.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Dental assistants; medical assistants; occupational therapist assistants & aides; physical therapist assistants & aides; physician assistants; registered nurses.

JOB DESCRIPTION

Produce ultrasonic recordings of internal organs for use by physicians.

EDUCATION

Associate's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; social perceptiveness; critical thinking; speaking.

ABILITIES

Oral expression & comprehension; written expression; problem sensitivity; near vision; speech clarity & recognition.

KNOWLEDGE

Medicine & dentistry; English language proficiency; customer & personal service; education & training; biology; physics.

TASKS

Maintain sonographic equipment, submitting maintenance requests or performing minor repairs as necessary. Coordinate work with physicians & other health care team members. Load & unload film cassettes used to record images from procedures. Maintain various types of records & patient history. Maintain stock & supplies. Observe & care for patients throughout examinations to ensure their safety & comfort. Observe screen during scan to ensure that image produced is satisfactory. Operate ultrasound equipment. Perform legal & ethical duties including preparing safety & accident reports, obtaining written consent from patient to perform invasive procedures, & reporting symptoms of abuse & neglect. Perform medical procedures such as administering oxygen, inserting & removing airways, taking vital signs, & giving emergency treatment, such as first aid or cardiopulmonary resuscitation (CPR). Prepare patient for exam by explaining procedure, transferring them to ultrasound table, scrubbing skin & applying gel, & positioning them properly. Process & code film from procedures & complete appropriate documentation. Provide sonogram & oral or written summary of technical findings to physician for use in medical diagnosis.

WORK ACTIVITIES

Assist & care for others; document & record information; identify objects, actions, & events; establish & maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

Continued training to remain abreast of new advances is preferred for advancement to positions of higher responsibility & pay.

WORKING CONDITIONS

Most work 40 hours a week. Hospital-based sonographers may have evening & weekend hours & may be on call. Typically work in facilities that are clean & well lighted. Travel may be required. Many are contract employers & work at different locations. Spend much time on feet & must sometimes lift patients or equipment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
482	539

Fast growth to 2014. Around 17 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$26.14	\$54,370	\$46,710 – 64,330
Kentucky	\$23.53	\$48,940	\$41,530 – 55,640

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Over 75 percent work in general medical & surgical hospitals; 15 percent in offices of physicians; rest in one of a few other industries.

ALTERNATE OCCUPATIONAL TITLES

Echo tech; ultrasound technician.

RELATED OCCUPATIONS

Cardiovascular technologists & technicians; clinical laboratory technologists & technicians; nuclear medicine technologists; radiologic technologists & technicians; respiratory therapists.

JOB DESCRIPTION

Take X-rays & CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Include technologists who specialize in other modalities, such as computed tomography & magnetic resonance. Include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

EDUCATION

Associate's degree. Licensing through Kentucky Cabinet for Health & Family Services.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; writing; critical thinking; speaking.

ABILITIES

Oral expression & comprehension; written expression; speech clarity; control precision; problem sensitivity.

KNOWLEDGE

English language proficiency; customer & personal service; psychology; administrative & clerical procedures; medicine & dentistry.

TASKS

Operate or oversee operation of radiologic & magnetic imaging equipment to produce images of the body for diagnostic purposes. Assign duties to radiologic staff. Demonstrate new equipment, procedures, & techniques to staff. Explain procedures & observe patients. Key commands & data into computer to document & specify scan sequences, adjust transmitters & receivers, or photograph certain images. Monitor patients' conditions & reactions. Monitor video display of area being scanned & adjust density or contrast to improve picture quality. Perform administrative duties. Perform scheduled maintenance & minor emergency repairs on radiographic equipment. Provide assistance in dressing or changing patients. Evaluate developed x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes. Set up examination rooms, ensuring that all necessary equipment is ready. Take thorough & accurate patient medical histories. Comply with government regulations & to ensure safety of patients & staff.

WORK ACTIVITIES

Assist & care for others; obtain information; perform general physical activities; work directly with the public; update & use relevant knowledge.

ADVANCEMENT OPPORTUNITIES

May become specialists, performing CT scanning, angiography, & magnetic resonance imaging with experience & training. May also be promoted to supervisor, chief radiologic technologist, &, ultimately, department administrator or director.

WORKING CONDITIONS

Most work 40 hours a week. May have evening & weekend hours & may be on call. Typically work in facilities that are clean & well lighted. Travel may be required. Spend much time on feet & must sometimes lift patients or equipment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,950	4,363

Fast growth to 2014. Around 138 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.09	\$45,950	\$38,250 – 55,100
Kentucky	\$19.80	\$41,180	\$34,520 – 48,550

LOCATION

About a quarter of occupations are in each of Louisville & Bluegrass areas; rest statewide.

INDUSTRIES OF EMPLOYMENT

Over 64 percent work in general medical & surgical hospitals; 14 percent in offices of physicians; rest spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Radiographer; X-ray operator.

RELATED OCCUPATIONS

Cardiovascular technologists & technicians; clinical laboratory technologists & technicians; diagnostic medical sonographers; nuclear medicine technologists; radiation therapists; respiratory therapists.

JOB DESCRIPTION

Assess injuries, administer emergency medical care, & extricate trapped individuals. Transport injured or sick persons to medical facilities.

EDUCATION

Postsecondary vocational award. Licensed by the Kentucky Board of Emergency Medical Services.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Active listening; critical thinking; speaking; coordination; equipment maintenance.

ABILITIES

Oral comprehension & expression; problem sensitivity; deductive & inductive reasoning.

KNOWLEDGE

Medicine & dentistry; customer service; chemistry; education & training; public safety & security.

TASKS

Administer first-aid treatment & life-support care to sick or injured persons in prehospital setting. Operate equipment such as EKGs, external defibrillators & bag-valve mask resuscitators in advanced life-support environments. Assess nature & extent of illness or injury to establish & prioritize medical procedures. Maintain vehicles & medical & communication equipment, & replenish first-aid equipment & supplies. Observe, record, & report to physician the patient's condition or injury, the treatment provided, & reactions to drugs & treatment. Perform emergency diagnostic & treatment procedures, such as stomach suction, airway management & heart monitoring, during ambulance ride. Administer drugs & perform intravenous procedures under a physician's direction. Coordinate work with other emergency medical team members & police & fire department. Communicate with dispatchers & treatment center personnel to provide information about situation, to arrange reception of victims, & to receive instructions for further treatment.

WORK ACTIVITIES

Make decisions & solve problems; assist & care for others; obtain, document, & record information; operate vehicles & equipment; perform general physical activities.

ADVANCEMENT OPPORTUNITIES

Advancement usually means leaving fieldwork. Can become a supervisor, operations manager, administrative director, executive director of emergency services, instructors, dispatchers, or physician assistants.

WORKING CONDITIONS

Work a 40-hour workweek but sometimes weekends & nights. Often on call for holidays or other occasions. The pressure of immediacy can cause great stress.. Must work in a group or team environment. May be exposed to disease or infection. Work outdoors, exposed to weather.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,457	5,042

Average growth to 2014. Around 110 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.54	\$26,080	\$20,470 – 34,310
Kentucky	\$10.77	\$22,400	\$18,220 – 27,770

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

About 44 percent work in local government; 35 percent work in other ambulatory health care services; 16 percent work in hospitals; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Air traffic controllers; firefighting occupations; physician assistants; police & detectives; registered nurses.

JOB DESCRIPTION

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, & record amounts & dosages of medications.

EDUCATION

Moderate-term on-the-job training. Licensing through Kentucky Board of Pharmacy.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Mathematics; reading comprehension; active listening; science; writing.

ABILITIES

Information ordering; number facility; oral & written comprehension; near vision.

KNOWLEDGE

Medicine & dentistry; computers & electronics; chemistry; mathematics; administrative & clerical procedures.

TASKS

Add measured drugs or nutrients to intravenous solutions under sterile conditions to prepare intravenous (IV) packs under pharmacist supervision. Compute charges for medication & equipment dispensed to hospital patients, & enter data in computer. Fill bottles with prescribed medications & type & affix labels. Mix pharmaceutical preparations according to written prescriptions. Price & file prescriptions that have been filled. Receive written prescription or refill requests & verify that information is complete & accurate. Supply & monitor robotic machines that dispense medicine into containers, & label the containers. Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques. Answer telephones, responding to questions or requests. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.

WORK ACTIVITIES

Obtain, process, document, & record information; handle & move objects; communicate with peers, supervisors, & subordinates; identify objects, actions, & events; perform administrative activities.

ADVANCEMENT OPPORTUNITIES

Advancement directly correlates to continued schooling & experience.

WORKING CONDITIONS

Work in clean, organized, well-lighted, & well-ventilated areas. Most of workday is spent on feet. May be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves. Hours may include evenings, nights, weekends, & holidays. May work varying shifts.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
5,707	6,463

Fast growth to 2014. Around 182 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$11.73	\$24,390	\$20,080 – 29,650
Kentucky	\$10.03	\$20,860	\$17,430 – 25,470

LOCATION

Around a fifth of occupations are in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 62 percent work in health & personal care stores; about 19 percent in hospitals; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Pharmacists & pharmacy aides; dental assistants; licensed practical & licensed vocational nurses; medical transcriptionists; medical records & health information technicians; occupational therapist assistants & aides, physical therapist assistants & aides; surgical technologists.

JOB DESCRIPTION

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare & transport patients for surgery, adjust lights & equipment, pass instruments & other supplies to surgeons & surgeon's assistants, hold retractors, cut sutures, & help count sponges, needles, supplies, & instruments.

EDUCATION

Postsecondary vocational training. Licensing through Kentucky Board of Medical Licensure.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Active listening & learning; critical thinking; equipment selection; coordination.

ABILITIES

Oral comprehension & expression; problem sensitivity; near vision; arm-hand steadiness; speech recognition.

KNOWLEDGE

Medicine & dentistry; customer & personal service; English language proficiency; education & training; chemistry.

TASKS

Clean & restock the operating room. Count sponges, needles, & instruments before & after operation. Hand instruments & supplies to surgeons & surgeons' assistants, hold retractors & cut sutures, & perform other tasks as directed by surgeon during operation. Maintain files & records of surgical procedures. Maintain supply of fluids for use during operations. Monitor & continually assess operating room conditions. Observe patients' vital signs to assess physical condition. Position patients on the operating table & cover them with sterile surgical drapes to prevent exposure. Prepare dressings or bandages & apply or assist with their application following surgery. Prepare, care for & dispose of tissue specimens taken for laboratory analysis. Provide technical assistance to surgeons, surgical nurses & anesthesiologists. Wash & sterilize equipment using germicides & sterilizers.

WORK ACTIVITIES

Assist & care for others; obtain information; perform general physical activities; inspect equipment, structures, or material; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

Technologists advance by specializing in a particular area of surgery, such as neurosurgery or open heart surgery. They also may work as circulating technologists who prepare patients for surgical procedures.

WORKING CONDITIONS

Most work a regular 40-hour week, but may be on call or work nights, weekends, & holidays on a rotating basis. Usually work in clean, well-lighted, cool environments. Must stand for long periods & remain alert during operations. May be exposed to communicable diseases & unpleasant sights, odors, & materials.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,713	1,940

Fast growth to 2014. Around 55 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$16.75	\$34,830	\$29,330 – 42,010
Kentucky	\$15.28	\$31,790	\$26,790 – 37,000

LOCATION

About a quarter in each of Louisville & Bluegrass areas; rest statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 71 percent work in general medical & surgical hospitals; 13 percent in offices of physicians; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Anesthesia technician; scrub technician; orderly.

RELATED OCCUPATIONS

Dental assistants; licensed practical & licensed vocational nurses clinical; laboratory technologists & technicians; medical assistants.

JOB DESCRIPTION

Perform medical tests in a laboratory environment for use in the treatment & diagnosis of diseases in animals. Prepare vaccines & serums for prevention of diseases. Prepare tissue samples, take blood samples, & execute laboratory tests. Clean & sterilize instruments & materials & maintain equipment & machines.

EDUCATION

Associate's degree. Licensing through Kentucky Board of Veterinary Examiners.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening & learning; critical thinking; reading comprehension; speaking.

ABILITIES

Problem sensitivity; oral comprehension & expression; deductive reasoning; near vision.

KNOWLEDGE

Customer & personal service; biology; mathematics; English language proficiency; medicine & dentistry.

TASKS

Administer anesthesia to animals. Administer emergency first aid. Care for & monitor the condition of animals recovering from surgery. Clean & sterilize instruments, equipment, & materials. Clean kennels, animal holding areas, surgery suites, examination rooms, & animal loading/unloading facilities. Collect, prepare, & label samples. Conduct specialized procedures such as animal branding or tattooing, & hoof trimming. Dress & suture wounds, & apply splints & other protective devices. Fill prescriptions, measuring medications & labeling containers. Maintain instruments, equipment, & machinery to ensure proper working condition. Maintain laboratory, research, & treatment records, as well as inventories of pharmaceuticals, equipment, & supplies. Observe the behavior & condition of animals, & monitor their clinical symptoms. Perform dental work. Prepare & administer medications, vaccines, serums, & treatments. Prepare animals for surgery. Provide veterinarians with the correct equipment & instruments, as needed. Take & develop diagnostic radiographs, using x-ray equipment.

WORK ACTIVITIES

Perform general physical activities; obtain, document, record information; identify object, actions, & events; communicate with peers, supervisors, & subordinates.

ADVANCEMENT OPPORTUNITIES

May take on more responsibility & carry out more assignments under with experience. Some eventually may become supervisors.

WORKING CONDITIONS

Most work about 40 hours a week; some work 50 or more hours a week. May work night shifts. Some of the work may be unpleasant, physically & emotionally demanding, & sometimes dangerous. May risk exposure to bites or scratches. Must take precautions when treating animals with germicides or insecticides. Work setting can be noisy. Those who witness abused animals or who euthanize unwanted, aged, or hopelessly injured animals may experience emotional stress.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
913	1,151

Very fast growth to 2014. Around 43 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.34	\$25,670	\$20,870 – 31,560
Kentucky	\$9.35	\$19,440	\$15,520 – 25,250

LOCATION

About a third in each of Louisville & Bluegrass areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 97 percent work in other professional, scientific, & technical services.

ALTERNATE OCCUPATIONAL TITLES

Veterinary assistant; clinical researcher.

RELATED OCCUPATIONS

Animal care & service workers; veterinarians.

JOB DESCRIPTION

Maintain medical records of hospital & clinic patients in a manner consistent with medical, administrative, ethical, legal, & regulatory requirements of the health care system. Process, maintain, compile, & report patient information for health requirements & standards.

EDUCATION

Associate's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; speaking; reading comprehension; writing; time management.

ABILITIES

Oral & written comprehension; oral expression; information ordering; near vision; speech clarity.

KNOWLEDGE

Administrative & clerical procedures; customer service; English language proficiency; computers & electronics; administrative & management principles.

TASKS

Protect the security of medical records to ensure that confidentiality is maintained. Process patient admission & discharge documents. Review records for completeness, accuracy & compliance with regulations. Maintain patients' medical records to document condition & treatment & to provide data for research or cost control & care improvement efforts. Release information to persons & agencies according to regulations. Plan, develop, maintain & operate a variety of health record indexes & storage & retrieval systems to collect, classify, store & analyze information. Manage the department & supervise clerical workers, directing & controlling activities of personnel in the medical records department. Transcribe medical reports. Identify, compile, abstract & code patient data, using standard classification systems.

WORK ACTIVITIES

Obtain information; interact with computers; communicate with peers, supervisors, & subordinates; perform administrative activities; maintain up-to-date knowledge. Must draft letters & memos.

ADVANCEMENT OPPORTUNITIES

May advance to section supervisor, overseeing the work of the coding, correspondence, or discharge sections, for example. May become director or assistant director of a medical records & health information department in a small facility.

WORKING CONDITIONS

Work in clean, well-lighted offices. Most work a 40-hour week which may include evenings, nights, weekends, & holidays in hospital settings. Rarely interact with patients. Maintain contact with others, often in close proximity. Important to be accurate. Telephone use is common.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,879	3,272

Fast growth to 2014. Around 97 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.83	\$26,690	\$21,480 – 34,210
Kentucky	\$12.37	\$25,730	\$20,560 – 33,360

LOCATION

Nearly a quarter of occupations are in Louisville area; a sixth in Bluegrass area; a tenth in Purchase area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 37 percent work in hospitals; about 33 percent in offices of physicians; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Medical secretaries; medical transcriptionists.

JOB DESCRIPTION

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Service orientation; social perceptiveness; active listening; speaking; coordination; judgment & decision making; time management; writing.

ABILITIES

Oral & written comprehension; oral expression; manual dexterity; static strength; problem sensitivity.

KNOWLEDGE

Customer service; therapy & counseling; psychology; administrative & clerical procedures; medicine & dentistry.

TASKS

Administer prescribed oral medications under written direction of physician or as directed by home care nurse & aide. Change dressings. Check patients' pulse, temperature & respiration. Direct patients in prescribed exercises & in the use of braces or artificial limbs. Maintain records of patient care, condition, progress, & problems in order to report & discuss observations with a supervisor or case manager. Massage patients & apply preparations & treatments, such as liniment, alcohol rubs, & heat-lamp stimulation. Provide patients with help moving in & out of beds, baths, wheelchairs or automobiles, & with dressing & grooming. Accompany clients to doctors' offices & on other trips outside the home, providing transportation, assistance & companionship. Care for children who are disabled or who have sick or disabled parents. Change bed linens, wash & iron patients' laundry, & clean patients' quarters.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; maintain interpersonal relationships; document & record information.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited. To enter other health occupations, aides generally need additional formal training.

WORKING CONDITIONS

Both part time & full time work is common. Many work evenings, weekends, & holidays. Some duties, such as changing bedpans & soiled bed sheets, are unpleasant. Often work alone, with occasional visits by supervisors. May be exposed to disease or infection. Spend time sitting & standing. Responsible for the health & safety of others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,932	5,876

Very fast growth to 2014. Around 193 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.04	\$18,800	\$15,950 – 21,860
Kentucky	\$9.53	\$19,830	\$16,970 – 22,470

LOCATION

Around a fifth of occupations are in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 42 percent work in home health care services; around 14 percent in individual & family services; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

Nursing aides; psychiatric aides.

RELATED OCCUPATIONS

Childcare workers; medical assistants; occupational therapist assistants & aides; personal & home care aides; physical therapist assistants & aides.

JOB DESCRIPTION

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

EDUCATION

Postsecondary vocational training.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Service orientation; social perceptiveness; active listening; speaking; coordination; technology design.

ABILITIES

Oral & written comprehension; oral expression; arm-hand steadiness; static strength; near vision.

KNOWLEDGE

Customer service; medicine & dentistry; chemistry; therapy & counseling; public safety & security.

TASKS

Administer medications & treatments, such as catheterizations, suppositories, irrigations, enemas, massages, & douches, as directed by a physician or nurse. Answer patients' call signals. Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination. Clean rooms & change linens. Feed patients who are unable to feed themselves. Prepare, serve, & collect food trays. Provide patient care by supplying & emptying bed pans, applying dressings & supervising exercise routines. Provide patients with help walking, exercising, & moving in & out of bed. Transport patients to treatment units, using a wheelchair or stretcher. Turn & re-position bedridden patients, alone or with assistance, to prevent bedsores.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; maintain interpersonal relationships; document & record information; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited. To enter other health occupations, aides generally need additional formal training.

WORKING CONDITIONS

Both part time & full time work is common. Many work evenings, weekends, & holidays. Some duties, such as changing bedpans & soiled bed sheets, are unpleasant. Often work alone, with occasional visits by supervisors. May be exposed to disease or infection. Spend time sitting & standing. Responsible for the health & safety of others. Must often wear protective gear.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
28,468	32,081

Fast growth to 2014. Around 889 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.31	\$21,440	\$18,380 – 25,810
Kentucky	\$9.53	\$19,810	\$16,820 – 22,850

LOCATION

Nearly a third of occupations are in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 48 percent work in nursing care facilities; 25 percent in hospitals; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

Home health aides; psychiatric aides.

RELATED OCCUPATIONS

Childcare workers; medical assistants; occupational therapist assistants & aides; personal & home care aides; physical therapist assistants & aides.

JOB DESCRIPTION

Assist physical therapists in providing physical therapy treatments & procedures. May assist in the development of treatment plans, carry out routine functions, document the progress of treatment, & modify specific treatments in accordance with patient status & within the scope of treatment plans established by a physical therapist.

EDUCATION

Associate's degree. Licensing through Kentucky Board of Physical Therapy.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Active listening; reading comprehension; time management; instructing; writing.

ABILITIES

Oral comprehension & expression; speech clarity & recognition; problem sensitivity; static strength.

KNOWLEDGE

Therapy & counseling; customer & personal service; English language proficiency; education & training; medicine & dentistry.

TASKS

Administer active & passive manual therapeutic exercises, therapeutic massage, & heat, light, sound, water, & electrical modality treatments, such as ultrasound. Administer traction to relieve neck & back pain. Assist patients to dress, undress, or put on & remove supportive devices, such as braces, splints, & slings. Clean work area & check & store equipment after treatment. Fit patients for orthopedic braces, prostheses, & supportive devices, such as crutches. Instruct, motivate, safeguard & assist patients as they practice exercises & functional activities. Measure patients' range-of-joint motion, body parts, & vital signs to determine effects of treatments or for patient evaluations. Observe patients during treatments to compile & evaluate data on patients' responses & progress, & report to physical therapist. Prepare treatment areas & electrotherapy equipment for use by physiotherapists. Train patients in the use of orthopedic braces, prostheses, or supportive devices. Transport patients to & from treatment areas, lifting & transferring them according to positioning requirements.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; work directly with the public; document & record information.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited as this is an assistant's position.

WORKING CONDITIONS

Hours & days vary with the facility & with whether they are full- or part-time employees. Many have evening & weekend hours. About 30 percent of all physical therapist assistants & aides work part time. In some cases, assistants & aides need to lift patients & therefore need a moderate amount of physical strength. Constant kneeling, stooping, & standing for long periods also are part of the job.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,277	1,610

Very fast growth to 2014. Around 66 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.98	\$39,490	\$32,350 – 45,730
Kentucky	\$18.66	\$38,810	\$31,810 – 45,970

LOCATION

Over a quarter of occupations are in Louisville area; almost an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 44 percent work in offices of other health practitioners; 29 percent in general medical & surgical hospitals; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Rehabilitation aide.

RELATED OCCUPATIONS

Physical therapists; dental assistants; medical assistants; occupational therapist assistants & aides; pharmacy aides; pharmacy technicians; social & human service assistants.

JOB DESCRIPTION

Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Service orientation; active listening; time management; monitoring; social perceptiveness.

ABILITIES

Oral comprehension & expression; problem sensitivity; speech clarity & recognition.

KNOWLEDGE

Customer & personal service; therapy & counseling; psychology; English language proficiency; medicine & dentistry.

TASKS

Clean & organize work area & disinfect equipment after treatment. Observe patients during treatment to compile & evaluate data on patients' responses & progress, & report to physical therapist. Instruct, motivate, safeguard & assist patients practicing exercises & functional activities, under direction of medical staff. Secure patients into or onto therapy equipment. Transport patients to & from treatment areas, using wheelchairs or providing standing support. Confer with physical therapy staff or others to discuss & evaluate patient information for planning, modifying, & coordinating treatment. Record treatment given & equipment used. Perform clerical duties, such as taking inventory, ordering supplies, answering telephone, taking messages, & filling out forms. Maintain equipment & furniture to keep it in good working condition, including performing the assembly & disassembly of equipment & accessories. Administer active & passive manual therapeutic exercises, therapeutic massage, & heat, light, sound, water, or electrical modality treatments, such as ultrasound.

WORK ACTIVITIES

Assist & care for others; establish & maintain interpersonal relationships; obtain & document information; communicate with peers, supervisors, & subordinates; inspect equipment, structures, or material; monitor processes, materials, & surroundings.

ADVANCEMENT OPPORTUNITIES

Advancement comes with further education & certification & with experience in the workplace.

WORKING CONDITIONS

Normal hours could be from full-time or part-time. Many work evening & weekend hours. A degree of strength for the physical exertion required in assisting patients may be needed. The stress of relationships with patients can be exhausting.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
691	833

Very fast growth to 2014. Around 32 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.34	\$21,510	\$18,210 – 26,360
Kentucky	\$9.06	\$18,850	\$15,780 – 22,230

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Over 51 percent work in offices of health practitioners; 30 percent for general medical & surgical hospitals; 10 percent for nursing care facilities; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Rehabilitation assistant; occupational therapy aide.

RELATED OCCUPATIONS

Physical therapists; dental assistants; medical assistants; occupational therapist assistants & aides.

JOB DESCRIPTION

Massage customers for hygienic or remedial purposes.

EDUCATION

Postsecondary vocational award. Licensing through Kentucky Board of Licensure for Massage Therapy.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Active listening & learning; service orientation; time management; speaking.

ABILITIES

Oral comprehension & expression; multilimb coordination; arm-hand steadiness; dynamic strength; manual dexterity.

KNOWLEDGE

Customer & personal service; therapy & counseling; English language proficiency; psychology; medicine & dentistry.

TASKS

Apply finger & hand pressure to specific points of the body. Assess clients' soft tissue condition, joint quality & function, muscle strength, & range of motion. Confer with clients about their medical histories & any problems with stress and/or pain in order to determine whether massage would be helpful. Consult with other health care professionals such as physiotherapists, chiropractors, physicians & psychologists in order to develop treatment plans for clients. Develop & propose client treatment plans that specify which types of massage are to be used. Maintain treatment records. Massage & knead the muscles & soft tissues of the human body in order to provide courses of treatment for medical conditions & injuries or wellness maintenance. Prepare & blend oils, & apply the blends to clients' skin. Provide clients with guidance & information about techniques for postural improvement, & stretching, strengthening, relaxation & rehabilitative exercises. Refer clients to other types of therapists when necessary. Treat clients in own offices, or travel to clients' offices & homes. Use complementary aids, such as infrared lamps, wet compresses, ice, & whirlpool baths in order to promote clients' recovery, relaxation & well-being.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; work directly with the public; handle & move objects; establish & maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited by nature of the work. May even go into business for themselves.

WORKING CONDITIONS

Therapists who give massages anywhere from 15 to 30 hours per week usually consider themselves to be full-time workers. Working conditions depend heavily on the setting. Repetitive motion problems & fatigue from standing for extended periods of time are common but can be limited by use of good technique, proper rest, & exercise.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
457	543

Very fast growth to 2014. Around 21 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.81	\$32,890	\$21,370 – 51,840
Kentucky	\$11.78	\$24,490	\$16,570 – 28,820

LOCATION

Over a fifth of occupations are in each of the Louisville & Northern Kentucky areas; rest statewide.

INDUSTRIES OF EMPLOYMENT

Over 66 percent are self-employed; 29 percent work in personal care services; rest occur in a few other industries.

ALTERNATE OCCUPATIONAL TITLES

Masseuse.

RELATED OCCUPATIONS

Physical therapists; physical therapists' assistants & aides; chiropractors.

JOB DESCRIPTION

Assist dentist, set up patient & equipment, & keep records.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Instructing; social perceptiveness; coordination; reading comprehension; active listening; speaking.

ABILITIES

Oral & written expression; oral comprehension; near vision; information ordering; speech clarity.

KNOWLEDGE

Medicine & dentistry; customer service; English language proficiency; administrative & clerical procedures; chemistry.

TASKS

Administer active & passive manual therapeutic exercises, therapeutic massage, & heat, light, sound, water, & electrical modality treatments. Administer traction to relieve neck & back pain. Assist patients to dress, undress, & put on & remove supportive devices, such as braces, splints, & slings. Confer with physical therapy staff & others to discuss & evaluate patient information for planning treatment. Fit patients for orthopedic braces, prostheses, & supportive devices, such as crutches, & train patients in their use. Assist patients as they practice exercises & functional activities. Measure patients' range-of-joint motion, body parts, & vital signs to determine effects of treatments. Monitor operation of equipment & record use of equipment & administration of treatment. Observe patients during treatments to compile & evaluate data on patients' responses & progress, & report to physical therapist.

WORK ACTIVITIES

Assist & care for others; develop & build teams; document & record information; communicate with peers, supervisors, & subordinates; obtain information.

ADVANCEMENT OPPORTUNITIES

Without further education, advancement opportunities are limited. Can become office managers, dental-assisting instructors, or dental product sales representatives. Can return to school to become dental hygienists.

WORKING CONDITIONS

Work in a well-lighted, clean environment, usually near the dental chair. Must wear protective clothing to avoid infectious diseases. Usually a 35- to 40-hour workweek, which may include work on Saturdays or evenings. Maintain contact with others, often in close physical proximity, such as face-to-face discussions.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,297	5,181

Very fast growth to 2014. Around 244 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$14.19	\$29,520	\$23,980 – 35,190
Kentucky	\$12.33	\$25,650	\$20,670 – 31,200

LOCATION

Almost two fifths of occupations are in Louisville area; over an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 94 percent work in offices of dentists; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

Physical therapist aides.

RELATED OCCUPATIONS

Medical assistants; occupational therapist assistants & aides; pharmacy aides; pharmacy technicians; physical therapist assistants & aides.

JOB DESCRIPTION

Perform administrative duties under the direction of physician. May include scheduling appointments, maintaining medical records, billing, & coding for insurance purposes. May also include taking & recording vital signs & medical histories, preparing patients for examination, drawing blood, & administering medications as directed by physician.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Service orientation; social perceptiveness; writing; active listening; speaking.

ABILITIES

Near vision; oral & written comprehension; arm-hand steadiness; information ordering; control precision; oral expression.

KNOWLEDGE

English language proficiency; administrative & clerical procedures; medicine & dentistry; biology.

TASKS

Collect blood, tissue or other laboratory specimens, log the specimens, & prepare them for testing. Schedule patients for tests, appointments, and/or admission. Greet & log in patients arriving at office or clinic. Help physicians examine & treat patients, handing them instruments & materials or performing such tasks as giving injections & removing sutures. Interview patients to obtain medical information & measure their vital signs, weight, & height. Inventory medical, lab, & office supplies & equipment. Perform bookkeeping duties, such as handling credit & collections & mailing monthly statements to patients. Perform general office duties such as answering telephones, taking dictation & completing insurance forms. Record patients' medical history, vital statistics & information such as test results in medical records.

WORK ACTIVITIES

Assist & care for others; evaluate information to determine compliance with standards; obtain & process information; communicate with peers, supervisors, & subordinates; perform general physical activities.

ADVANCEMENT OPPORTUNITIES

May be able to advance to office manager, qualify for administrative support occupations, or teach medical assisting. With additional education, may enter occupations such as nursing & medical technology.

WORKING CONDITIONS

Work in well-lighted, clean environments. Constantly interact with other people & may have to handle several responsibilities at once. Work a 40-hour week, though some may work weekends, evenings, & holidays. May be exposed to disease or infection. Must wear protective gear. Responsible for the health & safety of others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
6,678	8,269

Very fast growth to 2014. Around 338 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.19	\$25,350	\$21,150 – 30,130
Kentucky	\$10.61	\$22,060	\$19,300 – 26,330

LOCATION

Over a quarter in Louisville area; an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 64 percent work in offices of physicians; 14 percent in offices of other health practitioners; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Dental assistants; medical records & health information technicians; medical secretaries; occupational therapist assistants & aides; pharmacy aides; physical therapist assistants & aides.

JOB DESCRIPTION

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks & operate or inspect equipment.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Operation monitoring; active listening; reading comprehension; speaking; instructing.

ABILITIES

Problem sensitivity; near vision; oral comprehension; written expression; information ordering.

KNOWLEDGE

English language proficiency; customer & personal service; production & processing; education & training; administration & management.

TASKS

Assist hospital staff with patient care duties. Attend hospital in-service programs related to areas of work specialization. Check sterile supplies to ensure that they are not outdated. Clean instruments to prepare them for sterilization. Deliver equipment to specified hospital locations or to patients' residences. Disinfect & sterilize equipment such as respirators, hospital beds, & oxygen & dialysis equipment. Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair. Install & set up medical equipment. Maintain records of inventory & equipment usage. Operate & maintain steam autoclaves, keeping records of loads completed, items in loads, & maintenance procedures performed. Organize & assemble routine & specialty surgical instrument trays & other sterilized supplies. Purge wastes from equipment by connecting equipment to water sources & flushing water through systems. Record sterilizer test results. Report defective equipment to appropriate supervisors or staff. Start equipment & observe gauges to ensure equipment is operating to prescribed standards.

WORK ACTIVITIES

Inspect equipment, structures, or material; monitor processes, materials, or surroundings; handle & move objects; update & use relevant knowledge; document & record information.

ADVANCEMENT OPPORTUNITIES

Some advancement opportunities exist, but many supervisory positions require a bachelor's degree.

WORKING CONDITIONS

Normally work daytime hours, but are often expected to be on call. Some still may work irregular hours. May work in hospitals or even patients' homes.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
975	1,056

Average growth to 2014. Around 32 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$11.96	\$24,880	\$20,520 – 29,950
Kentucky	\$11.02	\$22,930	\$19,260 – 27,650

LOCATION

Over a third of occupations are in Louisville area; a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 63 percent work in general surgical & medical hospitals; 14 percent in offices of physicians; 12 percent in offices of dentists; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Sanitary aide; sterilizer.

RELATED OCCUPATIONS

Veterinary assistants; registered nurses.

JOB DESCRIPTION

Use transcribing machines with headset & foot pedal to listen to recordings by physicians & other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, & final summaries. Transcribe dictated reports & translate medical jargon & abbreviations into their expanded forms. Edit as necessary & return reports in either printed or electronic form to the dictator for review & signature.

EDUCATION

Postsecondary vocational award.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Active listening; reading comprehension; time management; writing; active learning.

ABILITIES

Oral comprehension & expression; written comprehension; near vision; finger dexterity; speech recognition.

KNOWLEDGE

English language proficiency; medicine & dentistry; computers & electronics; administration & management; administrative & clerical procedures.

TASKS

Answer inquiries concerning the progress of medical cases. Identify mistakes in reports, & check with doctors to obtain the correct information. Perform a variety of clerical & office tasks. Perform data entry & data retrieval services. Receive & screen telephone calls & visitors. Receive patients, schedule appointments, & maintain patient records. Review & edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, & proper medical terminology. Set up & maintain medical files & databases, including records such as x-ray, lab, & procedure reports, medical histories, diagnostic workups, admission & discharge summaries, & clinical resumes. Take dictation & convert dictated materials or rough notes to written form. Transcribe dictation for a variety of medical reports. Translate medical jargon & abbreviations into their expanded forms to ensure the accuracy of patient & health care facility records.

WORK ACTIVITIES

Obtain information; interact with computers; update & use relevant knowledge; communicate with peers, supervisors, & subordinates.

ADVANCEMENT OPPORTUNITIES

With experience can advance to supervisory positions, home-based work, editing, consulting, or teaching. With additional education or training, some become medical records & health information technicians, medical coders, or medical records & health information administrators.

WORKING CONDITIONS

Many work a standard 40-hour week. Those who are self-employed are more likely to work irregular hours. Most are employed in comfortable indoor settings. Many travel from home-based offices as subcontractors or as self-employed, independent contractors.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,171	2,426

Fast growth to 2014. Around 78 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$13.98	\$29,080	\$24,580 – 34,640
Kentucky	\$13.37	\$27,800	\$23,800 – 32,320

LOCATION

Around a quarter of occupations in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 37 percent work in general medical & surgical hospitals; 35 percent in offices of physicians; 10 percent are self-employed; rest work in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Documentation specialist; medical stenographer; medical secretary.

RELATED OCCUPATIONS

Court reporters; receptionists; medical assistants.

JOB DESCRIPTION

Feed, water, & examine pets & other nonfarm animals for signs of illness, disease, or injury in laboratories & animal hospitals & clinics. Clean & disinfect cages & work areas, & sterilize laboratory & surgical equipment. May provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists. Exclude "Nonfarm Animal Caretakers".

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Speaking; instructing; reading comprehension; active listening & learning.

ABILITIES

Oral comprehension & expression; written comprehension; near vision; finger dexterity; speech recognition.

KNOWLEDGE

Customer & personal service; English language proficiency; clerical & administrative procedures; mathematics; biology.

TASKS

Administer medication, immunizations, & blood plasma to animals as prescribed by veterinarians. Assist professional personnel with research projects in commercial, public health, or research laboratories. Assist veterinarians in examining animals. Clean & maintain kennels, animal holding areas, examination & operating rooms, & animal loading/unloading facilities to control the spread of disease. Clean & sterilize instruments & equipment. Collect laboratory specimens for testing. Bathe & groom animals. Fill medication prescriptions. Hold or restrain animals during veterinary procedures. Monitor animals' recovering from surgery. Perform office duties. Perform routine laboratory tests. Provide assistance with euthanasia of animals. Provide emergency first aid to animals. Sell pet food & supplies to customers.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; obtain information; handle & move objects; communicate with peers, supervisors, & subordinates.

ADVANCEMENT OPPORTUNITIES

May become adoption coordinators, animal control officers, emergency rescue drivers, assistant shelter managers, or shelter directors with experience & additional training.

WORKING CONDITIONS

May work irregular hours, including weekends, nights, & holidays. Can work outdoors in all types of weather. Work can be noisy, unpleasant, & emotionally draining. Might risk injury to bites or scratches.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,012	1,166

Very fast growth to 2014. Around 41 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.43	\$19,610	\$16,240 – 23,550
Kentucky	\$9.03	\$18,790	\$16,060 – 21,540

LOCATION

Nearly all are in the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 94 percent work in other professional, scientific, & technical services; rest in a few industries.

ALTERNATE OCCUPATIONAL TITLES

Animal caretaker; kennel worker.

RELATED OCCUPATIONS

Farmers, ranchers, & agricultural managers; agricultural workers; veterinarians; veterinary technologists & technicians; veterinary assistants; biological scientists; & medical scientists.

JOB DESCRIPTION

Supervise & coordinate activities of members of police force.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Judgment & decision making; active listening; management of personnel resources; critical thinking; speaking.

ABILITIES

Oral expression & comprehension; problem sensitivity; inductive & deductive reasoning.

KNOWLEDGE

Law & government; public safety & security; education & training; English language proficiency; administration & management.

TASKS

Conduct raids & order detention of witnesses & suspects for questioning. Cooperate with court personnel & officials from other law enforcement agencies & testify in court as necessary. Develop, implement & revise departmental policies & procedures. Direct handling of evidence & personal property of prisoners. Direct release or transfer of prisoners. Discipline staff for violation of rules & regulations. Inform personnel of changes in regulations & policies, implications of new or amended laws, & new techniques of police work. Inspect facilities, supplies, vehicles, & equipment to ensure conformance to standards. Investigate & resolve personnel problems within organization & charges of misconduct against staff. Direct the preparation, handling, & maintenance of departmental records. Meet with civic, educational, & community groups. Evaluate the job performance of subordinates, & authorize promotions & transfers. Prepare budgets & manage expenditures of department funds. Prepare news releases & respond to police correspondence. Prepare work schedules & assign duties to subordinates. Train staff in proper police work procedures.

WORK ACTIVITIES

Make decisions & solve problems; communicate with peers, supervisors, or subordinates; work directly with the public; guide, direct, & motivate subordinates; operate vehicles, mechanized devices, or equipment.

ADVANCEMENT OPPORTUNITIES

Those in local law enforcement might move up to the state or even federal level. In addition advancement can come within a particularly force. Some may choose political careers in the future.

WORKING CONDITIONS

Most work a 40-hour week but paid overtime is common. Travel is essential & sometimes officers must relocate. Officers of the law may be presented with life-threatening situations & may readily see death. Thus a career in law enforcement can take its toll on one's personal life.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,385	1,500

Fast growth to 2014. Around 66 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$31.52	\$65,570	\$50,840 – 82,990
Kentucky	n/a	n/a	n/a

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Around 69 percent work for local government; 21 percent for state government; rest in federal government or for colleges, universities, & professional schools.

ALTERNATE OCCUPATIONAL TITLES

Chief deputy; shift commander.

RELATED OCCUPATIONS

Correctional officers; private detectives & investigators; security guards & gaming surveillance officers.

JOB DESCRIPTION

Supervise & coordinate activities of workers engaged in fire fighting & fire prevention & control.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; service orientation; coordination; instructing; equipment maintenance; critical thinking; judgment & decision making.

ABILITIES

Oral expression & comprehension; problem sensitivity; inductive; speech clarity.

KNOWLEDGE

Law & government; public safety & security; education & training; English language proficiency; administration & management.

TASKS

Appraise damage caused by fires. Communicate fire details using two-way radios. Direct investigations of suspected arsons in wildfires. Educate the public about forest fire prevention. Evaluate size, location, & condition of forest fires in order to dispatch crews & position equipment so fires can be contained effectively. Identify staff training & development needs in order to ensure that appropriate training can be arranged. Inspect all stations, uniforms, equipment, & recreation areas. Maintain fire suppression equipment. Maintain knowledge of forest fire laws & fire prevention techniques & tactics. Monitor fire suppression expenditures. Monitor prescribed burns to ensure that they are conducted safely & effectively. Observe fires & crews from air to determine fire-fighting force requirements & to note changing conditions that will affect fire-fighting efforts. Perform administrative duties. Suggest equipment modifications or new equipment purchases. Recruit fire-fighting personnel. Regulate open burning by issuing burning permits, inspecting problem sites, issuing citations for violations of laws & ordinances. Evaluate employee performance. Serve as working leader of a fire crew.

WORK ACTIVITIES

Obtain information; operate vehicles, mechanized devices, or equipment; perform general physical activities; identify objects, actions, & events; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

Those in smaller rural forces might move to larger urban areas with more responsibilities & higher pay.

WORKING CONDITIONS

Fire fighters spend much of their time at stations. They are constantly on call. Hours can vary greatly, with perhaps more than 50 a week. The scheduling cycle can vary in many ways. The work can be dangerous with the risk of death.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
947	1,064

Very fast growth to 2014. Around 57 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$29.25	\$60,840	\$48,060 – 74,590
Kentucky	\$20.91	\$43,840	\$30,170 – 54,280

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Almost 97 percent work for local government.

ALTERNATE OCCUPATIONAL TITLES

Fire chief; shift commander; fire captain.

RELATED OCCUPATIONS

Emergency medical technicians & paramedics; police & detectives.

JOB DESCRIPTION

Control & extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search & rescue, & disaster management.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Monitoring; critical thinking; equipment selection; judgment & decision making; service orientation; equipment selection & maintenance; operation & control; judgment & decision making; service orientation.

ABILITIES

Oral expression & comprehension; spatial orientation; stamina; explosive strength; multilimb coordination; problem sensitivity; static strength.

KNOWLEDGE

English language proficiency; public safety & security; transportation; telecommunications; computers & electronics.

TASKS

Administer first aid & cardiopulmonary resuscitation to injured persons. Assess fires & situations & report conditions to superiors in order to receive instructions. Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters. Drive & operate fire fighting vehicles & equipment. Inspect fire sites after flames have been extinguished in order to ensure that there is no further danger. Lay hose lines & connect them to water supplies. Move toward the source of a fire using knowledge of types of fires, construction design, building materials, & physical layout of properties. Operate pumps connected to high-pressure hoses. Participate in physical training activities in order to maintain a high level of physical fitness. Position & climb ladders in order to gain access to upper levels of buildings, or to rescue individuals from burning structures. Collaborate with other firefighters as a member of a firefighting crew. Establish water supplies, connect hoses, & direct water onto fires. Extinguish flames & embers to suppress fires, using shovels, or engine- or hand-driven water or chemical pumps. Patrol burned areas after fires to locate & eliminate hot spots that may restart fires.

WORK ACTIVITIES

Perform general physical activities; monitor processes, materials, & surroundings; handle & move objects; communicate with peers, supervisors, & subordinates; operate vehicles & equipment.

ADVANCEMENT OPPORTUNITIES

Depends upon written examination results, job performance, interviews, & seniority. Many departments now require a Bachelor's degree.

WORKING CONDITIONS

Spend most of time in stations but work outdoors when responding to emergencies. When called to a scene, may run the risk of encountering poisonous, flammable, explosive, or radioactive gases & chemicals. Hours are often irregular, mostly coming in bulk. Wear common & specialized protective gear. Must adjust to bright or inadequate light. Exposed to cuts, burns, & stings. Must endure extremely hot or cold temperatures.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,743	4,365

Very fast growth to 2014. Around 199 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.80	\$39,090	\$28,390 – 51,620
Kentucky	\$13.64	\$28,380	\$21,140 – 36,960

LOCATION

Over a third of occupations are in Louisville area; nearly a quarter in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 96 percent work for local government; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Emergency medical technicians & paramedics; police & detectives.

JOB DESCRIPTION

Guard inmates in penal or rehabilitative institution in accordance with established regulations & procedures. May guard prisoners in transit. Includes deputy sheriffs & police who spend the majority of their time guarding prisoners in correctional institutions.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Social perceptiveness; speaking; active listening; judgment & decision making; reading comprehension; writing.

ABILITIES

Problem sensitivity; selective attention; far vision; explosive strength; oral expression; reaction time.

KNOWLEDGE

English language proficiency; public safety & security; law & government; psychology; sociology & anthropology.

TASKS

Monitor conduct of prisoners, according to established policies, regulations, & procedures, in order to prevent escape or violence. Take prisoners into custody & escort to locations within & outside of facility, such as visiting room, courtroom, or airport. Inspect conditions of locks, window bars, grills, doors, & gates at correctional facilities, in order to ensure that they will prevent escapes. Use weapons, handcuffs, & physical force to maintain discipline & order among prisoners. Search prisoners, cells, & vehicles for weapons, valuables, or drugs. Guard facility entrances in order to screen visitors. Record information, such as prisoner identification, charges, & incidences of inmate disturbance. Serve meals & distribute commissary items to prisoners. Settle disputes between inmates. Arrange daily schedules for prisoners including library visits, work assignments, family visits, & counseling appointments.

WORK ACTIVITIES

Perform general physical activities; monitor processes, materials, & surroundings; handle & move objects; assist & care for others; inspect equipment, structures, or material.

ADVANCEMENT OPPORTUNITIES

With education, experience, & training, qualified officers may advance to correctional sergeant. Can be promoted to supervisory or administrative positions all the way up to warden. May transfer to related areas, such as probation officer, parole officer, or correctional treatment specialist.

WORKING CONDITIONS

Can be stressful & hazardous. Injuries from confrontations with inmates are possible. Usually eight-hour days & 40-hour weeks. May work evenings, weekends, or holidays. Facilities might be noisy & overcrowded. Conflict situations are frequent. Deal with unpleasant, angry, & often physically aggressive people.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
5,812	6,149

Average growth to 2014. Around 183 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$16.39	\$34,090	\$27,100 – 44,860
Kentucky	n/a	n/a	n/a

LOCATION

About a fifth of occupations are in the Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 45 percent work for local government; 27 percent for state government; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Security guards & gaming surveillance officers; police & detectives; probation officers & correctional treatment specialists.

JOB DESCRIPTION

Maintain order, enforce laws & ordinances, & protect life & property in an assigned patrol district. May patrol a specific area on foot or in a vehicle, direct traffic, issue traffic summonses, investigate accidents, apprehend & arrest suspects, or serve legal processes of courts.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Operation & control; social perceptiveness; speaking; active listening; critical thinking; judgment & decision making; service orientation.

ABILITIES

Far & near vision; oral comprehension & expression; reaction time; spatial orientation; inductive & deductive reasoning; problem sensitivity.

KNOWLEDGE

Public safety & security; transportation; law & government; geography; telecommunications; English language proficiency; customer service; psychology.

TASKS

Maintain order, respond to emergencies, protect people & property, enforce motor vehicle & criminal laws, & promote good community relations. Arrest suspects & perpetrators of criminal acts. Record facts to prepare reports that document incidents & activities. Review facts of incidents to determine if criminal act or statute violations were involved. Render aid to accident victims & other persons. Testify in court to present evidence or act as witness in traffic & criminal cases. Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance. Monitor, note, report, & investigate suspicious persons & situations, safety hazards, & unusual or illegal activity in patrol area. Investigate traffic accidents & other accidents to determine causes & to determine if a crime has been committed. Serves subpoenas & summonses. Executes arrest warrants, locating & taking persons into custody & issues citations.

WORK ACTIVITIES

Obtain, document, & record information; operate vehicles or equipment; communicate with persons outside organization; work directly with the public; resolve conflicts & negotiate with others.

ADVANCEMENT OPPORTUNITIES

May continue training through government-sponsored academies.

WORKING CONDITIONS

Can be stressful & dangerous. Injuries from confrontations with criminals. Usually 40-hour weeks, but paid overtime is common. May work evenings, weekends, or holidays. Career may take toll on private life. Conflict situations are frequent. Deal with unpleasant, angry, & often physically aggressive people. Responsible for the health & safety of others. May spend a lot of time in a vehicle.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
6,320	6,901

Fast growth to 2014. Around 260 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.25	\$46,290	\$35,140 – 57,690
Kentucky	n/a	n/a	n/a

LOCATION

Over a quarter of occupations are in Bluegrass area; nearly a fifth in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 79 percent work for local government; 17 percent for state government; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Correctional officers; private detectives & investigators; security guards & gaming surveillance officers.

JOB DESCRIPTION

Direct the preparation, seasoning, & cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan & price menu items, order supplies, & keep records & accounts. May also cook.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Time management; negotiation; management; service orientation; instructing.

ABILITIES

Oral comprehension & expression; problem sensitivity; deductive reasoning; information ordering.

KNOWLEDGE

Production & processing; administration & management; education & training; food production; customer & personal service.

TASKS

Analyze recipes to assign prices to menu items. Arrange for equipment purchases & repairs. Check the quality of food products to ensure that standards are met. Check the quantity & quality of received products. Collaborate with other personnel to plan & develop recipes & menus. Coordinate planning, budgeting, & purchasing for all the food operations within establishments. Demonstrate new cooking techniques & equipment to staff. Determine how food should be presented & create decorative food displays. Estimate amounts & costs of required supplies, such as food & ingredients. Inspect supplies, equipment, & work areas to ensure conformance to established standards. Meet with customers to discuss menus for special occasions. Meet with sales representatives in order to negotiate prices & order supplies. Monitor sanitation practices. Supervise the food preparation & cooking activities of multiple kitchens or restaurants in an establishment. Prepare & cook foods of all types. Recruit & hire staff.

WORK ACTIVITIES

Think creatively; make decisions & solve problems; coordinate the work & activities of others; establish & maintain interpersonal relationships; resolve conflicts & negotiate with others.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities depend on training, experience, & ability to perform more responsible & sophisticated tasks. Many may move into assistant or line cook positions. May move up within kitchen & take on responsibility for training or supervising newer or lesser skilled staff.

WORKING CONDITIONS

Work environment will depend greatly on the kitchen of the facility. Must stand for long periods & often lift heavy items. Hours will also vary greatly. Some are part-time workers but those in fine-dining establishments may work much longer hours. Responsible for health & safety of others. May be exposed to minor cuts, bites, stings, or burns.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,756	1,922

Fast growth to 2014. Around 79 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.54	\$32,330	\$23,950 – 43,850
Kentucky	\$12.18	\$25,340	\$19,940 – 33,260

LOCATION

About a quarter in Louisville area; around a fifth in Northern Kentucky area; an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 59 percent work in full-service restaurants; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Culinary artist; kitchen manager; menu planner.

RELATED OCCUPATIONS

Food service managers; food & beverage serving & related workers

JOB DESCRIPTION

Prepare, season, & cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records & accounts, price items on menu, or plan menu.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection; monitoring; coordination; active learning; operation & control; quality control analysis; reading comprehension; speaking.

ABILITIES

Information ordering; memorization; manual dexterity; wrist-finger speed; written comprehension.

KNOWLEDGE

Customer service; mathematics; public safety & security; education & training; food production; personnel & human resources; production & processing.

TASKS

Bake breads, rolls, cakes, & pastries. Bake, roast, broil, & steam meats, fish, vegetables, & other foods. Carve & trim meats such as beef, veal, ham, pork, & lamb for hot or cold service, or for sandwiches. Coordinate & supervise work of kitchen staff. Estimate expected food consumption; then requisition or purchase supplies, or procure food from storage. Observe & test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils. Portion, arrange, & garnish food, & serve food to waiters or patrons. Prepare relishes & hors d'oeuvres. Regulate temperature of ovens, broilers, grills, & roasters. Season & cook food according to recipes or personal judgment & experience.

WORK ACTIVITIES

Monitor & control resources; identify objects, actions, & events; estimate the quantifiable characteristics of products, events, or information; handle or move objects; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

Depends on training, work experience, & ability to perform more responsible & sophisticated tasks. May move into assistant or line cook positions or move up within the kitchen & take on responsibility for training or supervising newer or lesser skilled kitchen staff.

WORKING CONDITIONS

Work environment will depend greatly on the kitchen of the facility. Must stand for long periods & often lift heavy items. Hours will also vary greatly. Because of great availability of shifts, such an occupation can be a good source of supplemental income for part-time workers. Responsible for health & safety of others. Spend time making repetitive motions. Exposed to minor cuts, bites, stings, or burns.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
11,081	12,244

Fast growth to 2014. Around 533 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.54	\$19,840	\$16,450 – 23,550
Kentucky	\$8.44	\$17,560	\$15,120 – 20,880

LOCATION

About a quarter of occupations are in Louisville area; a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 79 percent work in food services & drinking places; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Chefs; cooks.

RELATED OCCUPATIONS

Food service managers; food processing occupations.

JOB DESCRIPTION

Perform a variety of food preparation duties other than cooking, such as preparing cold foods & shellfish, slicing meat, & brewing coffee or tea.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; service orientation; equipment selection; social perceptiveness; reading comprehension.

ABILITIES

Wrist-finger speed; manual dexterity; information ordering; arm-hand steadiness; memorization; oral comprehension; static strength.

KNOWLEDGE

Customer service; chemistry; public safety & security; machines & tools; food production.

TASKS

Assist cooks & kitchen staff with various tasks as needed, & provide cooks with needed items. Carry food supplies, equipment, & utensils to & from storage & work areas. Clean work areas, equipment, utensils, dishes, & silverware. Cut, slice and/or grind meat, poultry, & seafood to prepare for cooking. Distribute food to waiters & waitresses to serve to customers. Package take-out foods and/or serve food to customers. Portion & wrap the food, or place it directly on plates for service to patrons. Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures. Prepare & serve a variety of beverages such as coffee, tea, & soft drinks. Stock cupboards & refrigerators, & tend salad bars & buffet meals.

WORK ACTIVITIES

Handle & move objects; perform general physical activities; monitor processes, materials, or surroundings; communicate with peers, supervisors, & subordinates; estimate the quantifiable characteristics of products, events, or information.

ADVANCEMENT OPPORTUNITIES

Depends on training, work experience, & ability to perform more responsible & sophisticated tasks. May move into assistant or line cook positions or move up within the kitchen & take on responsibility for training or supervising newer or lesser skilled kitchen staff.

WORKING CONDITIONS

Work environment will depend greatly on the kitchen of the facility. Must stand for long periods & often lift heavy items. Hours will also vary greatly. Because of great availability of shifts, such an occupation can be a good source of supplemental income for part-time workers. Maintain contact with others, including external customers. Spend time making repetitive motions. Exposed to minor cuts, bites, stings, or burns.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
9,821	10,412

Fast growth to 2014. Around 467 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$8.19	\$17,040	\$14,650 – 20,840
Kentucky	\$8.15	\$16,950	\$14,140 – 20,650

LOCATION

About a quarter of occupations are in Louisville area; a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 25 percent work in grocery stores; 22 percent in food services & drinking places; 16 percent in nursing care facilities; rest spread throughout several industries.

ALTERNATE OCCUPATIONAL TITLES

Chefs; cooks.

RELATED OCCUPATIONS

Food service managers; food processing occupations.

JOB DESCRIPTION

Mix & serve drinks to patrons, directly or through wait staff.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; service orientation; mathematics; speaking; social perceptiveness.

ABILITIES

Information ordering; memorization; manual dexterity; wrist-finger speed; written comprehension.

KNOWLEDGE

Customer service; mathematics; sales & marketing; English language proficiency; law & government.

TASKS

Mix ingredients, such as liquor, soda, water, sugar, & bitters, in order to prepare cocktails & other drinks. Serve wine, & bottled or draft beer. Collect money for drinks served. Arrange bottles & glasses to make attractive displays. Slice & pit fruit for garnishing drinks. Order or requisition liquors & supplies. Clean glasses, utensils, & bar equipment. Prepare appetizers, such as pickles, cheese, & cold meats. Ask customers who become loud & obnoxious to leave, or physically remove them. Attempt to limit problems & liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons.

WORK ACTIVITIES

Monitor & control resources; identify objects, actions, & events; estimate the quantifiable characteristics of products, events, or information; handle or move objects; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

Advancement usually limited to finding a job in a busier or more expensive restaurant or bar where prospects for tip earnings are better. Some may open their own businesses.

WORKING CONDITIONS

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part- & full-time work are both readily available. Maintain contact with others, mostly external customers. Adjust to bright or inadequate lighting. Must deal with unpleasant or angry people. Uncomfortable or distracting noise levels.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
4,056	4,244

Average growth to 2014. Around 204 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$7.62	\$15,850	\$13,550 – 19,860
Kentucky	\$6.60	\$13,720	\$12,340 – 16,310

LOCATION

About two fifths of occupations are in Louisville area; one fifth in Northern Kentucky area; around a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 42 percent work in food services & drinking places; 27 percent in alcoholic drinking places; rest occur in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate title for this occupation.

RELATED OCCUPATIONS

Flight attendants, gaming services workers; retail salespersons.

JOB DESCRIPTION

Take orders & serve food & beverages to patrons at tables in dining establishment.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Service orientation; active listening; speaking; social perceptiveness; writing.

ABILITIES

Oral expression & comprehension; manual dexterity; memorization; speech clarity.

KNOWLEDGE

Customer service; mathematics; English language proficiency; sales & marketing; psychology.

TASKS

Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages. Check with customers to ensure that they are enjoying their meals & take action to correct any problems. Escort customers to their tables. Explain how various menu items are prepared, describing ingredients & cooking methods. Inform customers of daily specials. Prepare checks that itemize & total meal costs & sales taxes. Present menus to patrons & answer questions about menu items, making recommendations upon request. Remove dishes & glasses from tables or counters, & take them to kitchen for cleaning. Serve food and/or beverages to patrons; prepare & serve specialty dishes at tables as required. Stock service areas with supplies such as coffee, food, tableware, & linens.

WORK ACTIVITIES

Work directly with the public; maintain interpersonal relationships; handle or move objects; perform general physical activities; communicate with persons outside organization.

ADVANCEMENT OPPORTUNITIES

Opportunities for promotion are limited. May find a job in a busier or more expensive restaurant or bar where prospects for tip earnings are better.

WORKING CONDITIONS

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part-time & full-time work are both readily available. Maintain contact with others, mostly external customers. Important to be accurate. Spend time walking or running.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
31,829	33,948

Fast growth to 2014. Around 2,049 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$6.83	\$14,200	\$12,850 – 17,760
Kentucky	\$6.23	\$12,960	\$11,960 – 13,950

LOCATION

About a quarter of occupations are in Louisville areas; a fifth in Bluegrass area; a sixth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 81 percent work in food services & drinking places; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

Food & beverage serving & related workers.

RELATED OCCUPATIONS

Flight attendants, gaming services workers; retail salespersons.

JOB DESCRIPTION

Supervise work activities of cleaning personnel in hotels, hospitals, offices, & other establishments.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Reading comprehension; active listening; instructing; monitoring; active learning.

ABILITIES

Oral & written expression & comprehension; problem sensitivity; speech clarity.

KNOWLEDGE

Machines & tools; administration & management; customer & personal service; psychology; public safety & security.

TASKS

Advise managers, desk clerks, or admitting personnel of rooms ready for occupancy. Confer with staff in order to resolve performance & personnel problems. Establish & implement operational standards & procedures. Evaluate employee performance, & recommend personnel actions. Inspect the physical condition of facilities in order to determine the type of work required. Inspect work performed to ensure that it meets specifications & established standards. Instruct staff in work policies & procedures, & the use & maintenance of equipment. Keep record of inventory. Investigate complaints about service & equipment. Maintain required records of work hours, budgets, payrolls, & other information. Perform financial tasks such as estimating costs, & preparing & managing budgets. Assist with cleaning duties as necessary. Recommend changes that could improve service & increase efficiency. Arrange for additional maintenance services. Select the most suitable cleaning materials for different types of surfaces. Supervise in-house services.

WORK ACTIVITIES

Obtain information; coordinate the activities of others; identify objects, actions, & events; make decisions & solve problems; inspect equipment, structures, or material.

ADVANCEMENT OPPORTUNITIES

Supervisors usually move up through the ranks. In some cases, they are required to take some training to improve their housekeeping techniques & procedures & to enhance their supervisory skills.

WORKING CONDITIONS

Typically work 40-hour weeks. Many work nights, evenings, & weekends. Work can be indoors or outdoors, in cold or heat. Some tasks might be dirty, unpleasant, or somewhat unsanitary. Spend most of the time on foot & must risk burn or inhalation from chemicals.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,204	4,567

Fast growth to 2014. Around 160 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$14.58	\$30,330	\$23,530 – 39,540
Kentucky	\$11.70	\$24,340	\$19,670 – 31,110

LOCATION

Nearly a third of all occupations are in the Louisville area; about a fifth in Bluegrass area; an eighth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 24 percent work in services to buildings & dwellings; 16 percent in traveler accommodation; 11 percent in elementary & secondary schools; 11 percent are self-employed; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Building superintendent; facilities manager; maintenance director; head custodian.

RELATED OCCUPATIONS

Pest control workers; general maintenance & repair workers; grounds maintenance workers.

JOB DESCRIPTION

Coordinate activities of workers engaged in landscaping or grounds-keeping activities, such as planting & maintaining ornamental trees, shrubs, flowers, & lawns, & applying fertilizers, pesticides, & other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, & similar activities in following a landscape design plan.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Coordination; management of personnel resources; time management; instructing; speaking.

ABILITIES

Oral expression & comprehension; speech clarity; information ordering; visualization.

KNOWLEDGE

Biology; machines & tools; personnel & human resources; business & management principles; chemistry.

TASKS

Supervise workers who provide groundskeeping services on a contract basis. Investigate customer complaints. Suggest changes in work procedures & orders corrective work done. Spot check completed work to improve quality of service & to ensure contract compliance. Schedule work for crew according to weather conditions, availability of equipment, & seasonal limitations. Review contracts to ascertain service, machine, & work force requirements for job. Prepare service cost estimates for customers. Answer customer questions about groundskeeping care requirements. Direct workers in maintenance & repair of driveways, walkways, benches, graves, & mausoleums. Train workers in various landscaping tasks.

WORK ACTIVITIES

Obtain information; coordinate the activities of others; monitor processes, materials, or surroundings; guide direct, & motivate subordinates; schedule work & activities.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

WORKING CONDITIONS

Work mostly outdoors, almost exclusively during summer months & daytime hours. Can work part-time or full-time. Spend majority of time on feet. May be susceptible to minor work-related injuries. Exposed to hot & cold temperatures, hazardous conditions, & contaminants. Must wear protective gear. Spend time walking or running.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,095	3,589

Fast growth to 2014. Around 95 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$17.46	\$36,320	\$28,300 – 46,550
Kentucky	\$14.00	\$29,120	\$22,800 – 36,760

LOCATION

Almost a quarter of all occupations are in the Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 44 percent are self-employed; 32 percent work in services to buildings & dwellings; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Janitorial supervisors; recreation workers; housekeeping supervisors; lodging managers; managers of horticultural workers; managers of logging workers.

JOB DESCRIPTION

Keep buildings in clean & orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls & glass, & removing rubbish. Duties may include tending furnace & boiler, performing routine maintenance activities, notifying management of need for repairs, & cleaning snow or debris from sidewalk.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Repairing; troubleshooting; operation & control; equipment selection & maintenance.

ABILITIES

Static strength; manual dexterity; multilimb coordination; stamina; trunk strength.

KNOWLEDGE

Chemistry; customer service; construction; mathematics; machines & tools.

TASKS

Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather & empty trash. Service, clean, & supply restrooms. Clean & polish furniture & fixtures. Clean windows, glass partitions, & mirrors, using soapy water or other cleaners, sponges, & squeegees. Dust furniture, walls, machines, & equipment. Make adjustments & minor repairs to heating, cooling, ventilating, plumbing, & electrical systems. Mix water & detergents or acids in containers to prepare cleaning solutions, according to specifications. Steam-clean or shampoo carpets. Strip, seal, finish, & polish floors.

WORK ACTIVITIES

Handle & move objects; perform general physical activities; repair & maintain mechanical equipment; operate vehicles or equipment; control machines & processes.

ADVANCEMENT OPPORTUNITIES

Usually limited in organizations where there is only one maintenance worker. Where there is a large staff, can be promoted to supervisor & to area supervisor or manager.

WORKING CONDITIONS

Work indoors mostly. Often work in evenings. Can work part-time or full-time. Spend majority of time on feet. May be susceptible to minor work-related injuries. Exposed to hot & cold temperatures, hazardous conditions, & contaminants. Must wear protective gear. Spend time walking or running.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
30,582	33,906

Fast growth to 2014. Around 1,089 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.32	\$19,390	\$15,720 – 25,100
Kentucky	\$8.33	\$17,330	\$14,890 – 21,300

LOCATION

Over a quarter in Louisville area; nearly a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Roughly 32 percent work in services to buildings & dwellings; 15 percent in elementary & secondary schools; rest spread throughout several industries.

ALTERNATE OCCUPATIONAL TITLES

Building cleaning workers.

RELATED OCCUPATIONS

Pest control workers; industrial machinery installation, repair, & maintenance workers; grounds maintenance workers.

JOB DESCRIPTION

Landscapes or maintains grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, & installation of mortarless segmental concrete masonry wall units.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection & maintenance; installation; service orientation; operation & control.

ABILITIES

Static, dynamic, & trunk strength; manual dexterity; stamina.

KNOWLEDGE

Chemistry; machines & tools; building & construction; biology; physics.

TASKS

Care for established lawns by mulching, aerating, weeding, grubbing & removing thatch, & trimming & edging around flower beds, walks, & walls. Mix & spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, & trees, using hand or automatic sprayers or spreaders. Mow & edge lawns, using power mowers & edgers. Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, & shrubs, & apply mulch for protection, using gardening tools. Attach wires from planted trees to support stakes. Decorate gardens with stones & plants. Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers & foliage. Gather & remove litter. Haul or spread topsoil, & spread straw over seeded soil to hold soil in place. Maintain irrigation systems, including winterizing the systems & starting them up in spring.

WORK ACTIVITIES

Perform general physical activities; handle & move objects; operate vehicles & equipment; repair & maintain equipment; control machines & processes; obtain information; estimate the quantifiable characteristics of products, events, or information; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

May advance to crew leader or other supervisory positions. May require some formal education beyond high school & several years of progressively more responsible experience.

WORKING CONDITIONS

Work outdoors, often in evenings. Work can be physically demanding. Spend majority of time on feet. May be susceptible to minor work-related injuries. May face time pressure when preparing for events. Exposed to hot & cold temperatures, hazardous conditions, & contaminants. Must wear protective gear. Spend time walking, running, standing, kneeling, & making repetitive motions.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
12,650	13,961

Fast growth to 2014. Around 481 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.94	\$20,670	\$16,930 – 26,060
Kentucky	\$9.45	\$19,660	\$16,320 – 23,420

LOCATION

Nearly a quarter of occupations are in Bluegrass area; about a fifth in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 27 percent work in services to buildings & dwellings; 22 percent are self-employed; about 12 percent work in other amusement & recreation industries; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Grounds maintenance workers.

RELATED OCCUPATIONS

Agricultural workers; farmers, ranchers, & agricultural managers; forest, conservation, & logging workers; landscape architects; biological scientists.

JOB DESCRIPTION

Supervise & coordinate activities of personal service workers, such as supervisors of flight attendants, hairdressers, or caddies.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Coordination; time management; management of personnel resources; instructing; service orientation.

ABILITIES

Oral expression & comprehension; near vision; information ordering; deductive reasoning; perceptual speed; problem sensitivity; speech clarity; time sharing.

KNOWLEDGE

Business & management principles; customer service; English language proficiency; personnel & human resources; education & training.

TASKS

Coordinate activities of workers engaged in lodging & personal services. Evaluate workers' appearance & performance to ensure quality service & compliance with specifications. Train workers in proper operational procedures & functions, & explain company policy. Analyze & record personnel & operational data & write activity reports. Collaborate with personnel to plan & develop programs of events, schedules of activities, & menus. Resolve customer complaints regarding worker performance & services rendered. Assign work schedules, following work requirements, to ensure quality & timely delivery of services. Inspect work areas & operating equipment to ensure conformance to established standards. Furnish customers with information on events & activities. Inform workers about interests of specific groups.

WORK ACTIVITIES

Coordinate the work & activities of others; communicate with peers, supervisors, & subordinates; obtain information; organize, plan, & prioritize work.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

WORKING CONDITIONS

Work indoors. Work will involve a variety of hours depending upon the particular occupation. Occupations may be either part-time or full-time. Managers are responsible for the satisfaction of all individuals to whom their workers cater. Maintain contact with others, including external customers. Important to be accurate. Spend time sitting & standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,247	3,657

Fast growth to 2014. Around 144 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.09	\$31,390	\$24,190 – 41,420
Kentucky	\$11.62	\$24,170	\$18,790 – 31,900

LOCATION

Nearly a quarter in Louisville area; about a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Almost 39 percent are self-employed; 13 percent in child day care services; 12 percent in personal care services; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Meeting & convention planners; opticians, dispensing; housekeeping supervisors; lawn service managers; recreation workers; managers of customer service.

JOB DESCRIPTION

Feed, water, groom, bathe, exercise, or otherwise care for pets & other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, & mice. May keep records of feedings, treatments, & animals received or discharged. May clean, disinfect, & repair cages, pens, or fish tanks.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Reading comprehension; speaking; active listening; equipment selection; service orientation; writing.

ABILITIES

Oral expression & comprehension; problem sensitivity; information ordering; written expression.

KNOWLEDGE

Chemistry; machines & tools; building & construction; biology; physics.

TASKS

Adjust controls to regulate specified temperature & humidity of animal quarters, nurseries, or exhibit areas. Clean, organize, & disinfect animal quarters. Collect & record information such as weight, size, physical condition, treatments received, medications given, & food intake. Examine & observe animals in order to detect signs of illness, disease, or injury. Exercise animals in order to maintain their physical & mental health. Feed & water animals according to schedules & feeding instructions. Mix food, liquid formulas, medications, or food supplements according to instructions, prescriptions, & knowledge of animal species. Perform animal grooming duties. Provide treatment to sick or injured animals, or contact veterinarians to secure treatment. Administer laboratory tests to experimental animals, & keep records of responses.

WORK ACTIVITIES

Perform general physical activities; handle & move objects; obtain, document, & record information; identify objects, actions, & events; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory positions.

WORKING CONDITIONS

Work can be physically demanding. Spend majority of time on feet. May be susceptible to minor work-related injuries. Any shift is possible. Exposed to weather, hazardous conditions, & contaminants. Must wear protective gear. Uncomfortable or distracting noise levels possible.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,421	3,844

Very fast growth to 2014. Around 150 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$8.52	\$17,720	\$15,280 – 22,490
Kentucky	\$8.74	\$18,180	\$14,370 – 21,730

LOCATION

Over two fifths of occupations are in Louisville area; more than a third in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 31 percent are self-employed; around 28 percent work in spectator sports; 15 percent work in other professional, scientific, & technical services; remaining spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Veterinary assistants.

RELATED OCCUPATIONS

Agricultural technicians; animal breeders; log graders & scalers.

JOB DESCRIPTION

Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain & provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions & rides.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Speaking; service orientation; management of material resources; operation & control; social perceptiveness.

ABILITIES

Oral expression & comprehension; speech clarity; control precision; rate control.

KNOWLEDGE

Customer service; sales & marketing; machines & tools; public safety & security; mathematics.

TASKS

Describe amusement park attractions to patrons in order to entice customers to games & other entertainment. Tend amusement booths in parks, carnivals, or stadiums, performing duties such as conducting games, photographing patrons, & awarding prizes. Direct patrons to rides, seats, or attractions. Fasten safety devices for patrons, or provide them with directions for fastening devices. Maintain inventories of equipment, storing & retrieving items & assembling & disassembling equipment. Ensure adherence to rules & safety procedures, & arrange for the removal of unruly patrons. Explain the use of mechanical riding devices or other automatic equipment in amusement parks, carnivals, or recreation areas. Provide assistance to patrons entering or exiting amusement rides, boats, or ski lifts, or mounting or dismounting animals. Provide information about facilities, entertainment options, & rules & regulations. Rent, sell, or issue sporting equipment & supplies.

WORK ACTIVITIES

Communicate with persons outside organization; establish & maintain interpersonal relationships; inspect equipment, structures, or material; work directly with the public; control machines & processes.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of patrons or guests.

WORKING CONDITIONS

Work will involve a variety of hours depending upon seasonal activity & hours of operation. May be either part-time or full-time. Will likely spend a good portion of time standing & moving about. Distracting noise levels & sounds. Responsible for the health & safety of others. May deal with angry or unruly customers.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,952	2,065

Average growth to 2014. Around 79 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$7.65	\$15,920	\$13,700 – 18,680
Kentucky	\$7.13	\$14,830	\$12,920 – 17,520

LOCATION

Nearly a third of occupations are in Louisville area; almost a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 51 percent work in other amusement & recreation industries; 14 percent in amusement parks & arcades; 13 percent for local government; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Bartenders; waiters & waitresses; tour guides & escorts; counter & rental clerks; retail salespersons; service station attendants; combined food preparation & serving workers, including fast food.

JOB DESCRIPTION

Provide beauty services, such as shampooing, cutting, coloring, & styling hair, & massaging & treating scalp. May also apply makeup, dress wigs, perform hair removal, & provide nail & skin care services.

EDUCATION

Postsecondary vocational award. Licensing through the Kentucky Board of Hairdressers & Cosmetologists.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Active listening; speaking; time management; coordination; social perceptiveness.

ABILITIES

Arm-hand steadiness; manual & finger dexterity; oral comprehension & expression; near vision; originality; speech recognition.

KNOWLEDGE

Chemistry; customer service; English language proficiency; principles of business & management; education & training.

TASKS

Keep work stations clean & sanitize tools such as scissors & combs. Cut, trim & shape hair or hairpieces, based on customers' instructions, hair type & facial features, using clippers, scissors, trimmers & razors. Analyze patrons' hair & other physical features to determine & recommend beauty treatment or suggest hair styles. Schedule client appointments. Bleach, dye, or tint hair, using applicator or brush. Update & maintain customer information records, such as beauty services provided. Shampoo, rinse, condition & dry hair & scalp or hairpieces with water, liquid soap, or other solutions. Operate cash registers to receive payments from patrons. Demonstrate & sell hair care products & cosmetics. Develop new styles & techniques.

WORK ACTIVITIES

Perform general physical activities; think creatively; maintain up-to-date knowledge; assist & care for others; obtain information.

ADVANCEMENT OPPORTUNITIES

Usually takes the form of higher earnings as barbers & cosmetologists gain experience & build a clientele. May open own barber shop or salon.

WORKING CONDITIONS

Work indoors. Usually a 40-hour week, but longer hours are common. Spend majority of time on feet. May be susceptible to minor skin irritants. Spend most of day standing. Must deal with external customers. Spend time making repetitive motions. Potential exposure to contaminants.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
6,266	7,188

Very fast growth to 2014. Around 254 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.91	\$20,610	\$15,910 – 27,460
Kentucky	\$8.72	\$18,140	\$13,730 – 23,070

LOCATION

Nearly a fifth in each of the Louisville & Bluegrass areas; a sixth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 48 percent work in personal care services; about 46 percent are self-employed; rest spread throughout a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Barbers, cosmetologists, & other personal appearance workers.

RELATED OCCUPATIONS

Massage therapists; fitness workers.

JOB DESCRIPTION

Attend to children at schools, businesses, private households, & child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, & overseeing play.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Social perceptiveness; speaking; active listening; service orientation; instructing.

ABILITIES

Problem sensitivity; oral comprehension & expression; written comprehension; time sharing; speech clarity.

KNOWLEDGE

Psychology; customer service; English language proficiency; principles of business & management; education & training.

TASKS

Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped. Organize & participate in recreational activities, such as games. Discipline children & recommend or initiate other measures to control behavior, such as caring for own clothing & picking up toys & books. Place or hoist children into baths or pools. Instruct children in health & personal habits such as eating, resting, & toilet habits. Assist in preparing food for children & serve meals & refreshments to children & regulate rest periods. Read to children, & teach them simple painting, drawing, handicrafts, & songs. Wheel handicapped children to classes or other areas of facility, secure in equipment, such as chairs & slings. Monitor children on life-support equipment to detect malfunctioning of equipment, & call for medical assistance when needed. Accompany children to & from school, on outings, & to medical appointments.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; monitor processes, materials, & surroundings; communicate with peers, supervisors, & subordinates; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory or administrative positions in large childcare centers or preschools. May require a bachelor's or master's degree.

WORKING CONDITIONS

Hours will vary greatly depending on situations. Work setting will depend on nature of childcare involved. Work can be physically taxing, but also deeply rewarding. May deal with unpleasant or angry people. Turnover in this occupation is frequent.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
18,302	20,613

Very fast growth to 2014. Around 854 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$8.20	\$17,050	\$14,320 – 21,250
Kentucky	\$7.14	\$14,850	\$12,830 – 17,570

LOCATION

Over a fifth of occupations in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 35 percent are self-employed; 32 percent work in child day care services; 13 percent in elementary & secondary schools; rest spread among a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Teacher assistants; teachers—preschool, kindergarten, elementary, middle, & secondary; teachers—special education.

JOB DESCRIPTION

Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. May include keeping house (making beds, doing laundry, washing dishes) & preparing meals. May provide meals & supervised activities at non-residential care facilities.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Social perceptiveness; speaking; active listening; service orientation; instructing.

ABILITIES

Problem sensitivity; fluency of ideas; oral comprehension & expression; written expression; speech clarity.

KNOWLEDGE

Medicine & dentistry; customer service; education & training; clerical & administrative procedures.

TASKS

Administer bedside & personal care. Care for individuals & families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care & help in adjusting to new lifestyles. Instruct & advise clients on issues such as household cleanliness, utilities, hygiene, nutrition & infant care. Participate in case reviews. Perform health-care related tasks, such as monitoring vital signs & medication, under the direction of registered nurses & physiotherapists. Perform housekeeping duties, such as cooking, cleaning, washing clothes & dishes. Plan, shop for, & prepare meals, including special diets, & assist families in planning, shopping for, & preparing nutritious meals. Train family members to provide bedside care. Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.

WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; train & teach others; maintain interpersonal relationships.

ADVANCEMENT OPPORTUNITIES

Advancement is limited. In some agencies, may start out performing homemaker duties, such as cleaning. With experience & training, may take on personal care duties. Often deal with several customers a day.

WORKING CONDITIONS

Work indoors. Hours will depend on the needs of the client. Daily activities & setting may vary. Clients might be angry, abusive, depressed, or otherwise difficult. Spend time standing, sitting, walking, & running.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
4,121	4,958

Very fast growth to 2014. Around 180 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$8.34	\$17,340	\$14,490 – 20,650
Kentucky	\$7.67	\$15,960	\$14,190 – 17,680

LOCATION

Around a sixth of occupations are in each of the Bluegrass & Louisville areas; an eighth in Lake Cumberland area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 34 percent work in individual & family services; 21 percent in home health care services; rest spread among a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Nursing, psychiatric, & home health aides; occupational therapist assistants & aides; physical therapist assistants & aides.

JOB DESCRIPTION

Instruct or coach groups or individuals in exercise activities & the fundamentals of sports. Demonstrate techniques & methods of participation. Observe participants & inform them of corrective measures necessary to improve their skills.

EDUCATION

Postsecondary vocational award.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Instructing; speaking; coordination; learning strategies; monitoring; social perceptiveness.

ABILITIES

Oral expression; speech clarity; time sharing; gross body & multilimb coordination; stamina.

KNOWLEDGE

Education & training; customer service; psychology; English language proficiency; biology.

TASKS

Conduct therapeutic, recreational, or athletic activities. Evaluate individuals' abilities, needs, & physical conditions, & develop suitable training programs to meet any special requirements. Explain & enforce safety rules & regulations governing sports, recreational activities, & the use of exercise equipment. Instruct participants in maintaining exertion levels in order to maximize benefits from exercise routines. Monitor participants' progress & adapt programs as needed. Observe participants & inform them of corrective measures necessary for skill improvement. Offer alternatives during classes to accommodate different levels of fitness. Organize, lead, & referee indoor & outdoor games such as volleyball, baseball, & basketball. Plan physical education programs to promote development of participants' physical attributes & social skills. Plan routines, choose appropriate music, & choose different movements for each set of muscles, depending on participants' capabilities.

WORK ACTIVITIES

Coach & develop others; maintain interpersonal relationships; train & teach others; develop & build teams; perform general physical activities.

ADVANCEMENT OPPORTUNITIES

College courses in management, business administration, accounting, & personnel management are helpful for advancement to supervisory or managerial jobs.

WORKING CONDITIONS

Work indoors or outdoors, sometimes exposed to weather. Work will involve a variety of hours depending upon the setting. May be either part-time or full-time. Risk the potential of injury during activities. Spend time walking, running, kneeling, crouching, stooping, crawling, bending, or twisting the body.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,414	1,590

Fast growth to 2014. Around 59 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.43	\$25,840	\$17,600 – 40,260
Kentucky	\$9.17	\$19,080	\$14,570 – 30,550

LOCATION

Over two fifths of occupations are in the Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 47 percent work in other amusement & recreation industries; 27 percent in civic & social organizations; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Counselors; probation officers & correctional treatment specialists; psychologists; recreational therapists; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize activities, such as arts & crafts, sports, games, music, dramatics, social recreation, camping, & hobbies, taking into account the needs & interests of individual members.

EDUCATION

Bachelor's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Coordination; management of personnel resources; service orientation; social perceptiveness; speaking.

ABILITIES

Oral expression & comprehension; speech clarity; written expression; fluency of ideas.

KNOWLEDGE

Education & training; customer service; psychology; administration & management principles; English language proficiency.

TASKS

Ascertain & interpret group interests, evaluate equipment & facilities, & adapt activities to meet participant needs. Complete & maintain time & attendance forms & inventory lists. Enforce rules & regulations of recreational facilities in order to maintain discipline & ensure safety. Explain principles, techniques, & safety procedures to participants in recreational activities, & demonstrate use of materials & equipment. Greet new arrivals to activities, introducing them to other participants, explaining facility rules, & encouraging their participation. Manage the daily operations of recreational facilities. Meet with staff to discuss rules, regulations, & work-related problems. Organize, lead, & promote interest in recreational activities such as arts, crafts, sports, games, camping, & hobbies. Provide for entertainment & set up related decorations & equipment. Schedule maintenance & use of facilities.

WORK ACTIVITIES

Coordinate the activities of others; maintain interpersonal relationships; communicate with persons outside organization; think creatively; communicate with supervisors, peers, & subordinates.

ADVANCEMENT OPPORTUNITIES

College courses in management, business administration, accounting, & personnel management are helpful for advancement to supervisory or managerial jobs.

WORKING CONDITIONS

Work indoors or outdoors, sometimes exposed to weather, typically a 40-hour week. May work a variety of shifts depending on hours of operation. Spend a great amount of time outdoors & may be susceptible to minor injuries. Responsible for health & safety of others. Spend time sitting, standing, walking, & running.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
4,668	5,056

Average growth to 2014. Around 172 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.67	\$20,110	\$16,170 – 26,330
Kentucky	\$9.57	\$19,900	\$15,570 – 27,420

LOCATION

Over a third of occupations are in Louisville area; an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 32 percent work for religious organizations; 13 percent in nursing care facilities; 10 percent in civic & social organizations; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Counselors; probation officers & correctional treatment specialists; psychologists; recreational therapists; social workers; athletes, coaches, umpires, & related workers; fitness trainers & aerobics instructors.

JOB DESCRIPTION

Coordinate activities for residents of boarding schools, college fraternities or sororities, college dormitories, or similar establishments. Order supplies & determine need for maintenance, repairs, & furnishings. May maintain household records & assign rooms. May refer residents to counseling resources if needed.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; social perceptiveness; time management; monitoring; speaking.

ABILITIES

Oral expression & comprehension; problem sensitivity; speech clarity & recognition.

KNOWLEDGE

Psychology; public safety & security; administration & management; customer & personal service; therapy & counseling.

TASKS

Supervise students during meals. Administer, coordinate, or recommend disciplinary & corrective actions. Answer telephones, & route calls or deliver messages. Assign rooms to students. Chaperone trips & social functions. Communicate with staff to resolve problems with students. Confer with medical personnel to better understand the backgrounds & needs of individual residents. Counsel students in the handling of problems. Determine the need for facility maintenance & repair, & notify appropriate personnel. Participate in recreational activities. Enforce rules & regulations. Hold regular meetings with each assigned unit. Make regular rounds to ensure that residents & areas are safe & secure. Mediate interpersonal problems between residents. Observe students to report unusual behavior. Provide emergency first aid & summon medical assistance when necessary. Provide transportation for expeditions outside facility. Sort & distribute mail. Supervise students' housekeeping work to ensure that it is done properly.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; establish & maintain interpersonal relationships; obtain information; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Further education can pave the way to supervisory or managerial jobs.

WORKING CONDITIONS

Work mostly indoors. May be either part-time or full-time. May sometimes deal with disputes or unruly situations. Can be stressful to deal with the problems & issues of a group of youths.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,594	2,238

Very fast growth to 2014. Around 90 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.51	\$21,850	\$18,180 – 27,580
Kentucky	\$9.55	\$19,860	\$16,870 – 22,280

LOCATION

About a sixth of occupations are in each of the Bluegrass, FIVCO, Green River, & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 26 percent work in residential care facilities; 23 in individual & family services; 15 percent in residential mental retardation, mental health, & substance abuse facilities; 13 percent in outpatient care centers; 11 percent in colleges, universities, & professional schools; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

House parent; hall director.

RELATED OCCUPATIONS

Counselors; social workers; athletes, coaches, umpires, & related workers.

JOB DESCRIPTION

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; critical thinking; social perceptiveness; speaking; mathematics.

ABILITIES

Oral expression & comprehension; speech clarity; speech recognition; trunk strength.

KNOWLEDGE

Customer service; business & management principles; mathematics; sales & marketing; education & training.

TASKS

Greet customers & ascertain what each customer wants or needs. Open & close cash registers, performing tasks such as counting money, separating charge slips, coupons, & vouchers, balancing cash drawers, & making deposits. Maintain knowledge of current sales & promotions, policies regarding payment & exchanges, & security practices. Compute sales prices, total purchases & receive & process cash or credit payment. Maintain records related to sales. Watch for & recognize security risks & thefts, & know how to prevent or handle these situations. Recommend, select, & help locate or obtain merchandise based on customer needs & desires. Answer questions regarding the store & its merchandise. Describe merchandise & explain use, operation, & care of merchandise to customers. Ticket, arrange & display merchandise to promote sales.

WORK ACTIVITIES

Work directly with the public; influence others; obtain information; maintain interpersonal relationships; communicate with peers, supervisors, & subordinates.

ADVANCEMENT OPPORTUNITIES

Advancement is limited because owners do most of the managerial work. May be promoted to assistant managers.

WORKING CONDITIONS

Usually work in clean, comfortable, well-lighted stores. Hours will be irregular & will depend on peak seasons for retail trade. Maintain contact with others, including external customers, often in close proximity. Can be rewarding for those who like to work with people. Must spend time on the telephone.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
67,834	70,473

Average growth to 2014. Around 3,128 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.20	\$19,140	\$15,690 – 25,890
Kentucky	\$8.22	\$17,090	\$13,940 – 22,380

LOCATION

Nearly a quarter of all occupations are in the Louisville area; about a fifth in Bluegrass area; a tenth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread throughout many industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Sales representatives, wholesale & manufacturing; securities, commodities, & financial services sales agents; counter & rental clerks; real estate brokers & sales agents; purchasing managers, buyers, & purchasing agents; insurance sales agents; sales engineers; cashiers.

JOB DESCRIPTION

Buy & sell securities in investment & trading firms, or call upon businesses & individuals to sell financial services. Provide financial services, such as loan, tax, & securities counseling. May advise securities customers about stocks, bonds, & market conditions.

EDUCATION

Bachelor's degree. Licensing through the Kentucky Office of Financial Institutions.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Persuasion; judgment & decision making; speaking; systems evaluation & analysis.

ABILITIES

Oral expression; written comprehension; number facility; deductive reasoning; mathematical reasoning; speech clarity.

KNOWLEDGE

Sales & marketing; law & government; mathematics; English language proficiency; economics & accounting.

TASKS

Contact prospective customers in order to present information & explain available services. Develop financial plans based on analysis of clients' financial status, & discuss financial options with clients. Relay buy or sell orders to securities exchanges or to firm trading departments. Analyze market conditions in order to determine optimum times to execute securities transactions. Determine customers' financial services needs, & prepare proposals to sell services that address these needs. Develop prospects from current commercial customers, referral leads, & sales & trade meetings. Prepare forms or agreements to complete sales. Sell services & equipment, such as trusts, investments, & check processing services. Evaluate costs & revenue of agreements in order to determine continued profitability. Make presentations on financial services to groups in order to attract new clients. Review business trends in order to advise customers regarding expected fluctuations.

WORK ACTIVITIES

Communicate with persons outside organization; influence others; obtain document, & record information; interpret the meaning of information for others; make decisions & solve problems; provide consultation to others.

ADVANCEMENT OPPORTUNITIES

The principal form of advancement is an increase in the number & size of the accounts handled. May eventually handle very large institutional accounts or become portfolio managers or branch office managers.

WORKING CONDITIONS

Work in offices, often under stressful conditions. Usually work a 40-hour workweek, but beginners may work longer hours. Maintain contact with others, including external customers. Spend time standing.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,907	3,162

Average growth to 2014. Around 71 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$32.28	\$67,130	\$42,330 – 123,910
Kentucky	\$30.60	\$63,640	\$43,880 – 136,880

LOCATION

Almost two fifths of occupations are in Louisville area; a sixth in Northern Kentucky area; an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Approximately 59 percent work in securities & commodity contracts intermediation & brokerage; around 21 percent for depository credit intermediation; remainder in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Insurance sales agents, real estate brokers & sales agents; financial analysts & personal financial advisors.

JOB DESCRIPTION

Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, & electronics, normally obtained from at least 2 years of post-secondary education.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Speaking; active listening; instructing; operations analysis; persuasion; reading comprehension; science; mathematics; service orientation.

ABILITIES

Oral expression & comprehension; number facility; deductive reasoning; mathematical reasoning; speech clarity; information ordering.

KNOWLEDGE

English language proficiency; mathematics; economics & accounting; chemistry; sales & marketing.

TASKS

Analyze communication needs of customer & consult with staff engineers regarding technical problems. Train establishment personnel in equipment use. Recommend equipment to meet customer requirements. Negotiate terms of sale & services with customer. Sell scientific or technical products. Solicit orders from customers in person or by phone. Demonstrate uses of products. Prepare reports of business transactions. Inform customer of estimated delivery schedule, service contracts, warranty, or other information pertaining to purchased products. Compile lists of prospective customers for use as sales leads. Prepare sales contracts for orders obtained. Consult with customer regarding installation & set-up. Quote prices & credit terms. Design & fabricate custom-made products. Evaluate customer needs & emphasize product features based on technical knowledge of product capabilities.

WORK ACTIVITIES

Communicate with persons outside organization; influence others; obtain document, & record information; interpret the meaning of information for others; make decisions & solve problems; provide consultation to others.

ADVANCEMENT OPPORTUNITIES

Advancement typically involves acquisition of additional clients & responsibilities.

WORKING CONDITIONS

Work in comfortable offices, but may travel to meet clients. Usually work a 40-hour workweek, but beginners may work longer hours. Maintain contact with others, including external customers. Spend time standing & sitting.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
5,067	5,360

Average growth to 2014. Around 190 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$29.21	\$60,760	\$43,180 – 86,300
Kentucky	\$31.28	\$65,070	\$46,430 – 86,340

LOCATION

Nearly half of occupations are in Louisville area; a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 22 percent work for drugs & druggists' sundries merchant wholesalers; about 13 percent for wholesale electronic markets & agents & brokers; 13 percent work for professional & commercial equipment & supplies merchant wholesalers; remainder in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Order clerks.

RELATED OCCUPATIONS

Insurance sales agents, real estate brokers & sales agents; financial analysts & personal financial advisors.

JOB DESCRIPTION

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Critical thinking; speaking; coordination; judgment & decision making; active listening; management of financial & personnel resources; reading comprehension.

ABILITIES

Written & oral expression & comprehension; originality; deductive reasoning.

KNOWLEDGE

Business & management principles; personnel & human resources; mathematics; sales & marketing; economics & accounting.

TASKS

Contacts regular & prospective customers to solicit orders. Recommends products to customers, based on customer's specific needs & interests. Answers questions about products, prices, durability & credit terms. Meets with customers to demonstrate & explain features of products. Prepares lists of prospective customers. Reviews sales records & current market information to determine value or sales potential of product. Estimates delivery dates & arranges delivery schedules. Completes sales contracts or forms to record sales information. Instructs customers in use of products. Assists & advises retail dealers in use of sales promotion techniques.

WORK ACTIVITIES

Schedule work & activities; monitor & control resources; communicate with peers, supervisors, & subordinates; staff organizational units; analyze data or information; coordinate the activities of others.

ADVANCEMENT OPPORTUNITIES

Advancement typically involves acquisition of additional clients & responsibilities.

WORKING CONDITIONS

Work in comfortable offices, but may travel to meet clients. Usually work a 40-hour workweek, but beginners may work longer hours. Maintain contact with others, including external customers. Spend time standing, sitting, walking & running. Important to be accurate.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
17,745	18,971

Average growth to 2014. Around 691 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.78	\$47,380	\$33,880 – 68,160
Kentucky	\$31.28	\$65,070	\$46,430 – 86,340

LOCATION

Over two fifths of occupations are in Louisville area; a sixth in Bluegrass area; an eighth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 15 percent work for wholesale electronic markets & agents & brokers; 10 percent for grocery & related product merchant wholesalers; the rest are spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Order clerks.

RELATED OCCUPATIONS

Wholesale & retail buyers, farm products; public relations specialists; retail salespersons; sales representatives, mechanical equipment & supplies; sales representatives, medical; demonstrators & product promoters.

JOB DESCRIPTION

Rent, buy, or sell property for clients. Study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, & draw up real estate contracts.

EDUCATION

Postsecondary vocational award. Licensing through the Kentucky Real Estate Commission.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Speaking; persuasion; judgment & decision making; active listening; social perceptiveness; reading comprehension.

ABILITIES

Oral expression & comprehension; speech clarity; number facility; written comprehension.

KNOWLEDGE

Sales & marketing; law & government; business & management principles; economics & accounting; English language proficiency; mathematics.

TASKS

Accompany buyers during visits to & inspections of property. Act as an intermediary in negotiations between buyers & sellers, generally representing one or the other. Advise clients on market conditions, prices, mortgages, legal requirements & related matters. Advise sellers on how to make homes more appealing to potential buyers. Answer clients' questions regarding construction work, financing, maintenance, repairs, & appraisals. Arrange for title searches to determine whether clients have clear property titles. Arrange meetings between buyers & sellers when details of transactions need to be negotiated. Compare a property with similar properties that have recently sold in order to determine its competitive market price. Confer with escrow companies, lenders, home inspectors, & pest control operators to ensure that terms & conditions of purchase agreements are met before closing dates.

WORK ACTIVITIES

Influence others; maintain interpersonal relationships; obtain information; judge the qualities of things, services, or people; communicate with persons outside organization; work directly with the public.

ADVANCEMENT OPPORTUNITIES

May earn higher rates of commission. Can advance to sales manager or general manager, or open individual offices.

WORKING CONDITIONS

Typically work indoors, but many may now work from home due to advances in technology. Still, much time is spent on property sites with clients. Work a standard 40-hour week, but hours may be irregular to meet clients' needs. Must maintain contact with customers & others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
6,344	6,802

Average growth to 2014. Around 205 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.87	\$39,240	\$26,100 – 63,510
Kentucky	\$12.53	\$26,060	\$20,030 – 36,280

LOCATION

Over a quarter of occupations are in Bluegrass area; a fifth in Louisville area; & eighth in Northern Kentucky; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 63 percent are self-employed; about 17 percent work as lessors of real estate; remainder exist in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Real estate brokers.

RELATED OCCUPATIONS

Insurance sales agents; retail salespersons; sales representatives, wholesale & manufacturing; securities, commodities, & financial services sales agents; property, real estate, & community association managers.

JOB DESCRIPTION

Notify customers of delinquent accounts to solicit payment. Duties include receiving payment & posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection & status of accounts.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Speaking; active listening; social perceptiveness; persuasion; writing.

ABILITIES

Oral expression & comprehension; speech clarity; near vision; problem sensitivity; speech clarity; written comprehension; number facility.

KNOWLEDGE

English language proficiency; mathematics; economics & accounting; administrative & clerical procedures; computers & electronics.

TASKS

Arrange for debt repayment or establish repayment schedules. Confer with customers to determine reasons for overdue payments & to review the terms of contracts. Locate & monitor overdue accounts, using computers & a variety of automated systems. Notify customers of delinquent accounts in order to solicit payment. Negotiate credit extensions. Notify credit departments, order merchandise repossession or service disconnection, & turn over account records to attorneys when customers fail to respond. Perform various administrative functions for assigned accounts. Persuade customers to pay amounts due on credit accounts, damage claims, or nonpayable checks, or to return merchandise. Receive payments & post amounts paid to customer accounts. Record information about financial status of customers & status of collection efforts.

WORK ACTIVITIES

Communicate with persons outside organization; obtain information; work directly with the public; resolve conflicts & negotiate with others; influence others.

ADVANCEMENT OPPORTUNITIES

Can advance to management or supervisory positions with a good education. Can open an agency with other experienced collectors.

WORKING CONDITIONS

Usually work in comfortable offices at desks. Work a standard 40-hour week which may include evenings, weekends, or holidays. Often wear a headset & spend majority of time on the phone. Maintain contact with others, including external customers. Spend time sitting. Important to be accurate. Frequent conflict situations. May deal with unpleasant or angry people.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
6,670	7,545

Fast growth to 2014. Around 255 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$13.54	\$28,160	\$23,210 – 34,670
Kentucky	\$12.56	\$26,120	\$21,400 – 32,810

LOCATION

Nearly a third of occupations in Louisville area; over a fifth in Northern Kentucky area; nearly a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 20 percent work in activities related to credit intermediation; 14 percent work in business support services; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Purchasing agents, except wholesale, retail, & farm products; insurance adjusters, examiners, & investigators; licensing examiners & inspectors; credit checkers; adjustment clerks; order clerks.

JOB DESCRIPTION

Compile & post employee time & payroll data. May compute employees' time worked, production, & commission. May compute & post wages & deductions. May prepare paychecks.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Time management; mathematics; reading comprehension; speaking; active listening.

ABILITIES

Problem sensitivity; near vision; mathematical reasoning; oral expression & comprehension; information ordering.

KNOWLEDGE

Clerical & administrative procedures; mathematics; personnel & human resources; customer & personal service; administration & management.

TASKS

Compile statistical reports & submit them to appropriate departments. Complete time sheets showing employees' arrival & departure times. Process forms & documentation for administration of benefits such as pension plans, & unemployment & medical insurance. Compute wages & deductions, & enter data into computers. Coordinate special programs that involve payroll deductions. Distribute & collect timecards each pay period. Issue & record adjustments to pay related to previous errors or retroactive increases. Post relevant work hours to client files to bill clients properly. Prepare & balance period-end reports, & reconcile issued payrolls to bank statements. Issue employee paychecks & statements of earnings & deductions. Record employee information to maintain payroll records. Review time sheets, work charts, wage computation, & other information to reconcile payroll discrepancies. Verify attendance, hours worked, & pay adjustments, & post information onto designated records.

WORK ACTIVITIES

Document, process, & record information; perform administrative duties; interact with computers.

ADVANCEMENT OPPORTUNITIES

Training & certification through the American Payroll Association can help improve the chances of advancement.

WORKING CONDITIONS

Usually work in clean, pleasant, & comfortable office settings. Work a standard 35- to 40-hour week but longer hours might be necessary during busy periods. May face stress at times from the pressure to meet deadlines.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
3,086	3,234

Average growth to 2014. Around 113 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.08	\$31,360	\$25,110 – 38,190
Kentucky	\$13.53	\$28,140	\$21,720 – 34,200

LOCATION

Almost a quarter in Louisville area; one sixth in Bluegrass area; an eighth in Northern Kentucky; others statewide.

INDUSTRIES OF EMPLOYMENT

By nature this occupation occurs in a large number of industries.

ALTERNATE OCCUPATIONAL TITLES

Personnel clerk; bookkeeper.

RELATED OCCUPATIONS

Bill & account collectors; billing & posting clerks & machine operators; bookkeeping, accounting, & auditing clerks; gaming cage workers; procurement clerks; tellers.

JOB DESCRIPTION

Receive & pay out money. Keep records of money & negotiable instruments involved in a financial institution's various transactions.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Mathematics; service orientation; speaking; social perceptiveness; active listening.

ABILITIES

Number facility; oral expression & comprehension; near vision; number facility; information ordering; perceptual speed; speech clarity.

KNOWLEDGE

Economics & accounting; clerical & administrative procedures; customer service; computers & electronics; mathematics.

TASKS

Arrange monies received in cash boxes & coin dispensers according to denomination. Balance currency, coin, & checks in cash drawers at ends of shifts, & calculate daily transactions using computers, calculators, or adding machines. Cash checks & pay out money after verifying that signatures are correct, that written & numerical amounts agree, & that accounts have sufficient funds. Count currency, coins, & checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank. Count, verify, & post armored car deposits. Enter customers' transactions into computers in order to record transactions & issue computer-generated receipts. Examine checks for endorsements & to verify other information such as dates, bank names, identification of the persons receiving payments & the legality of the documents. Identify transaction mistakes when debits & credits do not balance. Order a supply of cash to meet daily needs. Prepare & verify cashier's checks.

WORK ACTIVITIES

Document, process, & record information; communicate with persons outside organization; monitor & control resources; work directly with the public.

ADVANCEMENT OPPORTUNITIES

May be given more responsible assignments, often resulting in a pay raise. May be promoted to head teller or supervisor, or take a position in a similar area.

WORKING CONDITIONS

Work at counters & drive-thrus of banks & credit unions. Most work a 40-hour week. Though shifts are almost exclusively during daytime hours, some Saturday work will be required. Maintain contact with others, including external customers. Spend time sitting, standing, & making repetitive motions. Important to be accurate.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
8,213	8,318

Average growth to 2014. Around 462 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.24	\$21,300	\$18,750 – 25,080
Kentucky	\$9.53	\$19,830	\$17,000 – 22,520

LOCATION

Nearly a quarter of occupations are in Louisville area; about a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 95 percent work in depository credit intermediation; rest spread amongst a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Cashiers; statement clerks; billing, cost, & rate clerks; loan interviewers & clerks; new account clerks; insurance claims clerks; office clerks, general; secretaries, except legal, medical, & executive.

JOB DESCRIPTION

Interact with customers to provide information in response to inquiries about products & services & to handle & resolve complaints.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; writing; reading comprehension; speaking; critical thinking; judgment & decision making; service orientation.

ABILITIES

Oral & written expression & comprehension; deductive reasoning; near vision; speech clarity; number facility.

KNOWLEDGE

English language proficiency; telecommunications; economics & accounting; education & training; customer service; mathematics; sales & marketing.

TASKS

Complete contract forms, prepare change of address records, & issue service discontinuance orders, using computers. Confer with customers by telephone or in person in order to provide information about products & services, to take orders or cancel accounts, or to obtain details of complaints. Contact customers in order to respond to inquiries or to notify them of claim investigation results & any planned adjustments. Examine all relevant information in order to assess validity of complaints & to determine possible causes. Refer unresolved customer grievances to designated departments for further investigation. Resolve customer complaints. Check to ensure that appropriate changes were made to resolve customer problems. Prepare invoices for returned goods. Keep records of customer interactions & transactions, recording details of inquiries, complaints, & comments, as well as actions taken.

WORK ACTIVITIES

Obtain, document, & record information; work directly with the public; resolve conflicts & negotiate with others; communicate with persons outside organization; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

May advance to higher level positions such as sales agent. May move into areas such as product development.

WORKING CONDITIONS

Work in clean, well-lit offices. Work a standard 40-hour week which may include evenings, weekends, or holidays. Often sit at a desk with a computer & headset. Maintain contact with others, including external customers. Important to be accurate. May deal with irate customers at times.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
27,066	31,092

Fast growth to 2014. Around 971 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$13.22	\$27,490	\$21,750 – 35,160
Kentucky	\$12.45	\$25,900	\$20,680 – 33,030

LOCATION

Over two fifths of occupations are in Louisville area; about a sixth in each of the Bluegrass & Northern Kentucky areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Information & record clerks; financial clerks, such as tellers & new-account clerks; insurance sales agents; securities, commodities, & financial services sales agents; retail salespersons; computer support specialists; gaming services workers.

JOB DESCRIPTION

Compile records, sort & shelve books, & issue & receive library materials such as pictures, cards, slides & microfilm. Locate library materials for loan & replace material in shelving area, stacks, or files according to identification number & title. Register patrons to permit them to borrow books, periodicals, & other library materials.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening & learning; service orientation; reading comprehension; time management.

ABILITIES

Oral & written comprehension; oral expression; near vision; speech; information ordering.

KNOWLEDGE

Clerical & administrative procedures; education & training; computers & electronics; English language proficiency; customer & personal service.

TASKS

Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, & audiovisual & other materials. Answer inquiries & refer patrons in need to librarians. Assist in the preparation of book displays. Catalog items according to content & purpose. Deliver & retrieve items to & from departments by hand or using push carts. Enter & update patrons' records on computers. Inspect returned books for condition & due-date status, & compute any fees. Instruct patrons on how to use library information systems. Lend & collect materials at circulation desks. Locate library materials for patrons. Maintain records of items received, stored, issued, & returned. Operate & maintain audiovisual equipment. Perform clerical activities. Process new materials. Register new patrons & issue borrower identification cards. Repair books, using mending tape, paste, & brushes. Select substitute titles when requested materials are unavailable following criteria such as age, education, & interests. Send out notices & accept fine payments for lost or overdue books.

WORK ACTIVITIES

Interact with computers; communicate with persons outside an organization; obtain information; communicate with supervisors, peers, & subordinates; perform administrative activities. Draft letters & memos.

ADVANCEMENT OPPORTUNITIES

Usually advance by assuming added responsibilities.

WORKING CONDITIONS

May sit at desks or computers for long periods & can develop headaches or eyestrain. Some duties can be repetitive & boring. May lift & carry books, climb ladders to reach high stacks, & bend low to shelve books on bottom shelves. Hours will depend on library schedule. Many seek part-time employment in libraries.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
937	1,084

Average growth to 2014. Around 53 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.16	\$21,140	\$16,360 – 27,190
Kentucky	\$8.98	\$18,670	\$15,190 – 23,430

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Over 40 percent work for local government; 31 percent for elementary & secondary schools; 20 percent for colleges, universities, & professional schools; rest in a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Bookkeepers; secretaries & administrative assistants; clerks.

JOB DESCRIPTION

Maintain personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, & termination details. Compile & type reports from employment records. File employment records. Search employee files & furnish information to authorized persons.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; reading comprehension; speaking; critical thinking; time management.

ABILITIES

Oral & written comprehension & expression; near vision; speech clarity.

KNOWLEDGE

Clerical & administrative procedures; administrations & management; personnel & human resources; English language proficiency; customer & personal service.

TASKS

Administer & score applicant & employee aptitude, personality, & interest assessment instruments. Answer questions regarding examinations, eligibility, salaries, benefits, & other pertinent information. Arrange for advertising or posting of job vacancies, & notify eligible workers of position availability. Arrange for training activities. Prepare reports & documents pertaining to personnel activities. Explain company personnel policies, benefits, & procedures to employees or job applicants. Inform applicants of their acceptance or rejection of employment. Interview job applicants. Prepare badges, passes, & identification cards, & perform security-related duties. Review applications to evaluate qualifications or eligibility of applicants. Process, verify, & maintain documentation relating to personnel activities. Provide assistance in administering employee benefit programs & worker's compensation plans. Request information from law enforcement officials, previous employers, & other references to determine applicants' employment acceptability. Select applicants meeting specified job requirements & refer them to hiring personnel.

WORK ACTIVITIES

Establish & maintain interpersonal relationships; interact with computers; communicate with peers, supervisors, & subordinates; organize, plan, & prioritize work; perform administrative duties.

ADVANCEMENT OPPORTUNITIES

May advance by seeking postsecondary education in a related field.

WORKING CONDITIONS

Usually work in clean, pleasant, & comfortable offices. Usually work a standard 35- to 40-hour week. Prolonged exposure to video display terminals may lead to eyestrain for assistants who work with computers.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,947	2,081

Average growth to 2014. Around 65 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.74	\$32,730	\$26,580 – 40,100
Kentucky	\$14.43	\$30,010	\$25,060 – 36,140

LOCATION

Over a quarter of occupations in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

By nature alone these occupations occur in a wide number of industries.

ALTERNATE OCCUPATIONAL TITLES

Administrative assistant; enrollment specialist; personnel officer.

RELATED OCCUPATIONS

Bookkeeping, accounting, & auditing clerks; communications equipment operators; customer service representatives; data entry & information processing workers; order clerks; receptionists & information clerks; secretaries & administrative assistants; stock clerks & order fillers; tellers.

JOB DESCRIPTION

Answer inquiries & obtain information for general public, customers, visitors, & other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, & employees within organization.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; service orientation; speaking; reading comprehension; writing.

ABILITIES

Oral & written comprehension; oral expression; near vision; speech clarity & recognition; information ordering.

KNOWLEDGE

Mathematics; English language proficiency; computers & electronics; customer service.

TASKS

Operate telephone switchboard to answer & forward calls, providing information, taking messages & scheduling appointments. Receive payment & record receipts for services. Perform administrative support tasks such as proofreading, transcribing handwritten information, & operating calculators or computers to work with pay records, invoices, balance sheets & other documents. Greet persons entering establishment, determine nature & purpose of visit, & direct or escort them. Hear & resolve complaints from customers & public. File & maintain records. Transmit information or documents to customers, using computer, mail, or facsimile machine. Schedule appointments, & maintain & update appointment calendars. Analyze data to determine answers to questions from customers or members of the public. Provide information about establishment, such as location of departments or offices, employees within the organization, or services provided.

WORK ACTIVITIES

Interact with computers; communicate with persons outside an organization; obtain information; communicate with supervisors, peers, & subordinates; perform administrative activities. Draft letters & memos.

ADVANCEMENT OPPORTUNITIES

Advancement to supervisory jobs is very competitive. Will likely depend on an interviewer's success in placing workers. Promotion usually takes the form of more responsibility & higher wages.

WORKING CONDITIONS

Work indoors. Work a standard 40-hour week, but overtime may be required. May travel to various sites for interviews. Maintain contact with others, often in face-to-face discussions. Must often perform repetitive tasks. Work in a group or team environment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
16,958	18,386

Fast growth to 2014. Around 658 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$10.65	\$22,150	\$18,330 – 27,200
Kentucky	\$9.68	\$20,130	\$16,720 – 23,780

LOCATION

Nearly a third of occupations are in Louisville area; about a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 27 percent work in offices of physicians; remainder spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Switchboard operators, including answering service; central office operators; procurement clerks; correspondence clerks; credit checkers; claims takers, unemployment benefits.

JOB DESCRIPTION

Receive complaints from public concerning crimes & police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires & medical emergencies & relay information or orders.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; service orientation; speaking; coordination; judgment & decision making.

ABILITIES

Oral comprehension & expression; speech clarity; selective attention; speed of closure.

KNOWLEDGE

Computers & electronics; communications & media; English language proficiency; telecommunications; geography.

TASKS

Answer routine inquiries, & refer calls not requiring dispatches to appropriate departments & agencies. Dispatch units in accordance with established procedures. Maintain files & information relating to calls & notifications. Monitor various radio frequencies to keep apprised of developing situations. Observe alarm registers & scan maps in order to determine whether a specific emergency is in the dispatch service area. Question callers to determine type of response needed. Read & effectively interpret small-scale maps & information from a computer screen in order to determine locations & provide directions. Receive incoming telephone or alarm system calls regarding emergency & non-emergency police & fire service, emergency ambulance service, information & after hours calls for departments within a city. Relay information & messages to all individuals or groups requiring notification.

WORK ACTIVITIES

Communicate with persons outside an organization; communicate with supervisors, peers, or subordinates; obtain information; identify objects, actions, & events; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

Advancement often comes in higher pay, but one may also advance to supervisory positions.

WORKING CONDITIONS

Work indoors. Emergency dispatchers most often work at least a 40-hour week. Will likely work weekend, evening, & holiday hours as these positions must always be well-staffed. Must be able to handle conflict situations. May encounter a fair amount of workplace stress & anxiety with the responsibilities of the job. Important to be accurate.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,091	2,274

Fast growth to 2014. Around 50 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$14.45	\$30,060	\$23,830 – 37,150
Kentucky	\$11.05	\$22,980	\$17,880 – 29,750

LOCATION

Around a quarter of occupations in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Approximately 79 percent work for local government; almost 8 percent work for state government; remaining occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Air traffic controllers; communications equipment operators; customer service representatives; reservation & transportation ticket agents & travel clerks.

JOB DESCRIPTION

Perform secretarial duties utilizing legal terminology, procedures, & documents. Prepare legal papers & correspondence, such as summonses, complaints, motions, & subpoenas. May also assist with legal research.

EDUCATION

Postsecondary vocational award.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Reading comprehension; active listening & learning; time management; writing; speaking.

ABILITIES

Oral expression & comprehension; speech clarity & recognition; written comprehension; information ordering.

KNOWLEDGE

Clerical & administrative procedures; customer & personal service; law & government; English language proficiency; economics & accounting.

TASKS

Assist attorneys in collecting information such as employment, medical, & other records. Attend legal meetings, such as client interviews, hearings, or depositions, & take notes. Complete various forms, such as accident reports, trial & courtroom requests, & applications for clients. Draft & type office memos. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, & court officials. Make photocopies of correspondence, documents, & other printed matter. Organize & maintain law libraries, documents, & case files. Prepare & process legal documents & papers, such as summonses, subpoenas, complaints, appeals, motions, & pretrial agreements. Receive & place telephone calls. Review legal publications & perform database searches to identify laws & court decisions relevant to pending cases. Schedule & make appointments. Submit articles & information from searches to attorneys for review & approval for use.

WORK ACTIVITIES

Interact with computers; perform administrative duties; communicate with persons outside an organization; obtain information; communicate with peers, supervisors, & subordinates.

ADVANCEMENT OPPORTUNITIES

Secretaries & administrative assistants generally advance by being promoted to other administrative positions with more responsibilities.

WORKING CONDITIONS

Usually work in schools, hospitals, corporate settings, government agencies, or legal & medical offices. May encounter problems of eyestrain, stress, & repetitive motion ailments such as carpal tunnel syndrome. May work part-time or telecommute. The majority, however, are full-time employees who work a standard 40-hour week.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,622	2,901

Fast growth to 2014. Around 94 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.15	\$37,750	\$29,370 – 47,650
Kentucky	n/a	n/a	n/a

LOCATION

Over a quarter of occupations are in Louisville area; around a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 68 percent work in legal services; 24 percent for state government; remaining occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Paralegal.

RELATED OCCUPATIONS

Bookkeeping, accounting, & auditing clerks; receptionists & information clerks; communications equipment operators; court reporters; human resources assistants, except payroll & timekeeping; computer operators; data entry & information processing workers; paralegals & legal assistants; medical assistants; & medical records & health information technicians.

JOB DESCRIPTION

Breed animals, including cattle, goats, horses, sheep, swine, poultry, dogs, cats, or pet birds. Select & breed animals according to their genealogy, characteristics, & offspring. May require a knowledge of artificial insemination techniques & equipment use. May involve keeping records on heats, birth intervals, or pedigree. Exclude "Nonfarm Animal Caretakers" & "Animal Scientists".

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Reading comprehension; active listening & learning; judgment & decision making; monitoring.

ABILITIES

Near vision; problem sensitivity; speech clarity; arm-hand steadiness; oral expression; written comprehension; information ordering; deductive reasoning; category flexibility.

KNOWLEDGE

Administration & management; customer & personal service; sales & marketing; English language proficiency; biology.

TASKS

Feed & water animals, & clean & disinfect pens, cages, yards, & hutches. Examine animals in order to detect symptoms of illness or injury. Place vaccines in drinking water, inject vaccines, or dust air with vaccine powder, in order to protect animals from diseases. Select animals to be bred, & semen specimens to be used, according to knowledge of animals, genealogies, traits, & desired offspring characteristics. Build hutches, pens, & fenced yards. Clip or shear hair on animals. Treat minor injuries & ailments, & contact veterinarians in order to obtain treatment for animals with serious illnesses or injuries. Observe animals in heat in order to detect approach of estrus, & exercise animals to induce or hasten estrus, if necessary. Record animal characteristics such as weights, growth patterns, & diets. Exhibit animals at shows.

WORK ACTIVITIES

Obtain information; identify objects, actions, & events; monitor processes, materials, or surroundings; inspect equipment, structures, or materials; perform general physical activities.

ADVANCEMENT OPPORTUNITIES

Advancement depends on experience, motivation, & education.

WORKING CONDITIONS

Animal breeders spend most of their time outdoors around animals, but can also work in offices or in laboratories. If consulting, breeders may have to travel from farm to farm. If they need to sell the offspring, breeders may have to travel to attend shows & to meet with potential buyers. While tending to the animals, breeders may be bitten or kicked.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
328	388

Very fast growth to 2014. Around 14 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.90	\$26,820	\$20,130 – 41,590
Kentucky	\$9.51	\$19,790	\$17,440 – 21,980

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

Almost 71 percent are self-employed; 18 percent work in animal production; rest occur in support activities for animal production & in spectator sports.

ALTERNATE OCCUPATIONAL TITLES

Horse trainer.

RELATED OCCUPATIONS

Fishers & operators of fishing vessels; forest, conservation, & logging workers; grounds maintenance workers; animal care & service workers; veterinary technologists or veterinarians.

JOB DESCRIPTION

Directly supervise & coordinate activities of construction or extraction workers.

EDUCATION

Work experience in a related occupation. Licensing through the Office of Mine Safety & Licensing or the Division of Waste Management.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Coordination; management of personnel resources; time management; active listening; instructing; speaking.

ABILITIES

Oral & written expression & comprehension; problem sensitivity.

KNOWLEDGE

Business & management principles; building & construction; personnel & human resources; design techniques; English language proficiency; engineering & technology.

TASKS

Coordinates activities of construction trades workers. Direct workers engaged in construction activities or extraction of geological materials. Assign work to employees. Confer with staff & worker to ensure production & personnel problems are resolved. Initiate personnel actions, such as promotions, transfers, & hires. Resolve worker problems & recommend motivational plans. Inspects work progress, equipment & construction sites to verify safety & ensure that specifications are met. Estimate material & worker requirements to complete job. Read specifications to determine construction requirements. Plan installation & construction of equipment & structures. Coordinate activities of workers engaged in the extraction of geological materials. Plan extraction process of geological materials. Train workers in construction methods & operation of equipment. Recommend measures to improve production methods & equipment performance to increase efficiency & safety.

WORK ACTIVITIES

Evaluate information to determine compliance with standards; obtain information; communicate with supervisors, peers, & subordinates; guide, direct, & motivate subordinates; inspect equipment, structures, & materials; coordinate the work & activities of others.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

WORKING CONDITIONS

Work outdoors, exposed to weather. Pressures due to deadlines, tight schedules, & overtime work. Routine may be interrupted frequently. Will likely be in noisy & dangerous environments & in the presence of heavy equipment & machinery. Maintain contact with others. Important to be accurate.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
12,089	13,366

Fast growth to 2014. Around 400 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$24.98	\$51,970	\$40,720 – 66,930
Kentucky	\$21.66	\$45,060	\$36,340 – 56,460

LOCATION

Over a fifth of all job openings in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 27 percent are self-employed; remaining spread across several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Geological data technicians; managers of logging workers; managers of landscaping workers; construction managers; electrical drafters; civil engineering technicians; range managers; construction & building inspectors.

JOB DESCRIPTION

Lay & bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, & terra-cotta block, with mortar & other substances to construct or repair walls, partitions, arches, sewers, & other structures.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Mathematics; equipment selection; monitoring; repairing; installation.

ABILITIES

Manual dexterity; information ordering; visualization; dynamic strength; extent flexibility.

KNOWLEDGE

Mathematics; engineering & technology; physics; building & construction; machines & tools.

TASKS

Apply & smooth mortar or other mixture over work surface. Break or cut bricks, tiles, or blocks to size, using trowel edge, hammer, or power saw. Calculate angles & courses & determine vertical & horizontal alignment of courses. Fasten or fuse brick or other building material to structure with wire clamps, anchor holes, torch, or cement. Interpret blueprints & drawings to determine specifications & to calculate the materials required. Lay & align bricks, blocks, or tiles to build or repair structures or high temperature equipment, such as cupola, kilns, ovens, or furnaces. Measure distance from reference points & mark guidelines to lay out work, using plumb bobs & levels. Mix specified amounts of sand, clay, dirt, or mortar powder with water to form refractory mixtures. Remove burned or damaged brick or mortar.

WORK ACTIVITIES

Handle & move objects; perform general physical activities; control machines & processes; obtain information; inspect material, equipment, or structures.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

WORKING CONDITIONS

Usually work outdoors, exposed to the elements. May stand, kneel, & bend for long periods & often have to lift heavy materials. Common hazards include injuries from tools & falls from scaffolds, but these can often be avoided when proper safety equipment is used & safety practices are followed. May be exposed to contaminants.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,355	2,600

Fast growth to 2014. Around 72 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$20.13	\$41,860	\$32,070 – 52,880
Kentucky	\$18.25	\$37,970	\$26,570 – 45,410

LOCATION

More than a third of occupations are in Louisville area; one sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 64 percent work for foundation, structure, & building exterior contractors; 32 percent are self-employed; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Carpet, floor, & tile installers & finishers; cement masons, concrete finishers, segmental pavers, & terrazzo workers; plasterers & stucco masons.

JOB DESCRIPTION

Construct, erect, install, or repair structures & fixtures made of wood, such as building frameworks. May also install cabinets, siding, drywall & roll insulation.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Mathematics; equipment selection; critical thinking; operation & control; time management; monitoring; repairing; installation; operations analysis; active listening; judgment & decision making.

ABILITIES

Manual dexterity; information ordering; static & wrist-finger speed; dynamic strength; visualization; extent flexibility; arm-hand steadiness; multilimb coordination.

KNOWLEDGE

Mathematics; building & construction; machines & tools; production & processing; engineering & technology; physics; design.

TASKS

Follow established safety rules & regulations & maintain a safe & clean environment. Verify trueness of structure. Shape or cut materials to specified measurements. Adhere to specifications in blueprints, sketches or building plans. Assemble materials to make framework. Erect scaffolding & ladders for assembling structures. Remove damaged or defective parts or sections of structures & repair or replace them. Fasten materials together, using hand tools & power tools, to form building or bracing.

WORK ACTIVITIES

Obtain information; handle & move objects; perform general physical activities; inspect equipment, structures, or material; estimate the quantifiable characteristics of products, events, or information; control machines & processes; identify objects, actions, & events; coordinate the work & activities of others; judge the qualities of things, services, or people; communicate with supervisors, peers, & subordinates.

ADVANCEMENT OPPORTUNITIES

May advance to carpentry supervisor or general construction supervisor positions. Some carpenters become independent contractors.

WORKING CONDITIONS

Work outdoors, exposed to weather & both hot & cold temperatures. Work is sometimes strenuous. Prolonged standing, climbing, bending, & kneeling often are necessary. Carpenters risk injury working with sharp or rough materials, using sharp tools & power equipment, & working in situations where they might slip or fall. May be exposed to excessive noise.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
13,740	15,558

Fast growth to 2014. Around 487 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$17.11	\$35,580	\$27,450 – 48,120
Kentucky	\$14.86	\$30,900	\$24,020 – 39,390

LOCATION

Over a quarter of all job openings in Louisville area; nearly a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 34 percent are self-employed; around 17 percent work in nonresidential building construction; 12 percent work for building finishing contractors; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

RELATED OCCUPATIONS

Brickmasons, blockmasons, & stonemasons; cement masons, concrete finishers, segmental pavers, & terrazzo workers; electricians; pipelayers, plumbers, pipefitters, & steamfitters; plasterers & stucco masons.

JOB DESCRIPTION

Smooth & finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection; monitoring; mathematics; quality control analysis; operations analysis; operation control.

ABILITIES

Trunk strength; multilimb coordination; arm-hand steadiness; information ordering; manual dexterity.

KNOWLEDGE

Chemistry; engineering & technology; building & construction; machines & tools; design; physics.

TASKS

Apply hardening & sealing compounds to cure surface of concrete, & waterproof or restore surface. Apply muriatic acid to clean surface, & rinse with water. Check the forms that hold the concrete to see that they are properly constructed. Chip, scrape, & grind high spots, ridges, & rough projections to finish concrete, using pneumatic chisels, power grinders, or hand tools. Clean chipped area, using wire brush, & feel & observe surface to determine if it is rough or uneven. Mix cement, sand, & water to produce concrete, grout, or slurry, using hoe, trowel, tamper, scraper, or concrete-mixing machine. Mold expansion joints & edges, using edging tools, jointers, & straightedge. Monitor how the wind, heat, or cold affect the curing of the concrete throughout the entire process. Set the forms that hold concrete to the desired pitch & depth, & align them. Spread, level, & smooth concrete, using rake, shovel, hand or power trowel, hand or power screed, & float.

WORK ACTIVITIES

Obtain information; handle & move objects; perform general physical activities; inspect equipment, structures, or material; control machines & processes.

ADVANCEMENT OPPORTUNITIES

May become supervisors for masonry contractors or become owners of businesses employing many workers & spend most of the time as managers rather than practicing a trade. May move to related areas such as construction management, building inspection, or contract estimation.

WORKING CONDITIONS

Work outdoors, exposed to weather & potentially contaminants. Work is sometimes strenuous. Prolonged standing, climbing, bending, & kneeling often are necessary. Requires continuous physical effort. May be exposed to excessive noise. Must wear protective gear.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,212	2,426

Fast growth to 2014. Around 78 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.40	\$32,030	\$24,900 – 42,230
Kentucky	\$13.59	\$28,270	\$21,630 – 37,400

LOCATION

Over a quarter of all occupations in Louisville area; over a fifth in Lincoln Trail area; one seventh in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 54 percent work for foundation, structure, & building exterior contractors; around 14 percent work for other specialty trade contractors; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

Cement masons, concrete finishers, segmental pavers, & terrazzo workers.

RELATED OCCUPATIONS

Brickmasons, blockmasons, & stonemasons; electricians; pipelayers, plumbers, pipefitters, & steamfitters; plasterers & stucco masons.

JOB DESCRIPTION

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, & grade earth, erect structures, or pour concrete or other hard surface pavement.

EDUCATION

Moderate-term on-the-job training. Licensing through the Office of Mine Safety & Licensing or the Division of Waste Management.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection & maintenance; operation monitoring; monitoring; repairing; operation & control.

ABILITIES

Control precision; manual dexterity; trunk & explosive strength; arm-hand steadiness; far & near vision; multilimb coordination; reaction time.

KNOWLEDGE

Machines & tools; transportation; engineering & technology; physics; building & construction; production & processing.

TASKS

Drives equipment in successive passes over working area to achieve specified result, such as grade terrain or remove, dump, or spread earth & rock. Aligns machine, cutterhead, or depth gauge marker with reference stakes & guidelines on ground or positions equipment following hand signals of assistant. Fastens bulldozer blade or other attachment to tractor, using hitches. Greases, oils, & performs minor repairs on tractor, using grease gun, oilcans, & hand tools. Signals operator to guide movement of tractor-drawn machine. Connects hydraulic hoses, belts, mechanical linkage, or power takeoff shaft to tractor. Adjusts hand wheels & depresses pedals to drive machines & control attachments, such as blades, buckets, scrapers, & swing booms. Turns valves to control air & water output of compressors & pumps. Repairs & maintains equipment.

WORK ACTIVITIES

Operate vehicles, mechanized devices, & equipment; perform general physical activities; handle & move objects; monitor processes, materials, & surroundings; control machines & processes.

ADVANCEMENT OPPORTUNITIES

It is widely accepted that formal training provides more comprehensive skills. Therefore, some construction equipment operators train in formal 3-year operating engineer apprenticeship.

WORKING CONDITIONS

Work outdoors, exposed to weather, contaminants, whole body vibration, & hazardous equipment. May have irregular hours as work continues around the clock & may occur late at night or early in the morning. Work can be dangerous, but accidents can be avoided through proper operating & safety practices. Must wear protective gear. May be exposed to excessive noise.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
11,615	12,880

Fast growth to 2014. Around 500 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$17.23	\$35,830	\$27,960 – 47,920
Kentucky	\$15.51	\$32,250	\$26,590 – 38,760

LOCATION

Over a fifth of occupations are in Louisville area; an eighth in each of the Bluegrass & Big Sandy areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 17 percent work in coal mining; 17 percent work in local government; 14 percent work for other specialty trade contractors; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Bus drivers; truck drivers & driver/sales workers; farmers, ranchers, & agricultural managers; agricultural workers; forest, conservation, & logging workers.

JOB DESCRIPTION

Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings & walls of buildings to reduce or reflect sound. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection; coordination; installation; quality control analysis.

ABILITIES

Manual dexterity; arm-hand steadiness; near vision; extent & explosive flexibility; wrist-finger speed.

KNOWLEDGE

Building & construction; mathematics; engineering & technology; design; machines & tools.

TASKS

Apply cement to backs of tiles & press tiles into place, aligning them with layout marks or joints of previously laid tile. Apply or mount acoustical tile or blocks, strips, or sheets of shock-absorbing materials to ceilings & walls of buildings to reduce reflection of sound or to decorate rooms. Assemble & install metal framing & decorative trim for windows, doorways, & vents. Cut & screw together metal channels to make floor & ceiling frames, according to plans for the location of rooms & hallways. Cut fixture & border tiles to size, using keyhole saws, & insert them into surrounding frameworks. Cut metal or wood framing, & trim to size, using cutting tools. Fasten metal or rockboard lath to the structural framework of walls, ceilings, & partitions of buildings, using nails, screws, staples, or wire-ties. Fit & fasten wallboard or drywall into position on wood or metal frameworks, using glue, nails, or screws. Hang dry lines (stretched string) to wall moldings in order to guide positioning of main runners. Hang drywall panels on metal frameworks of walls & ceilings in offices, schools, & other large buildings, using lifts or hoists to adjust panel heights when necessary.

WORK ACTIVITIES

Perform general physical activities; handle & move objects; estimate the quantifiable characteristics of products, events, or information; obtain information; inspect equipment, structures, or material.

ADVANCEMENT OPPORTUNITIES

May advance to supervisor positions. Others may become independent contractors. It is often beneficial to speak both English & Spanish.

WORKING CONDITIONS

Most work 8 to 12 hours a day. Weekend or overtime may be necessary in order to meet deadlines. The work can be strenuous & the majority of the day is spent on foot. May be required to lift or move heavy objects.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,831	2,016

Fast growth to 2014. Around 69 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.69	\$32,640	\$24,490 – 40,270
Kentucky	\$16.70	\$34,740	\$27,150 – 45,830

LOCATION

Over a third of all occupations are in Louisville area; about a fifth in Bluegrass area; an eighth in Lincoln Trail area; others statewide.

INDUSTRIES OF EMPLOYMENT

Just over 73 percent work for building finishing contractors; 23 percent are self-employed; remainder occur in other industries.

ALTERNATE OCCUPATIONAL TITLES

Lather; carpenter.

RELATED OCCUPATIONS

Carpenters; carpet, floor, & tile installers & finishers; insulation workers; plasterers & stucco masons.

JOB DESCRIPTION

Paint walls, equipment, buildings, bridges, & other structural surfaces, using brushes, rollers, & spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Exclude "Paperhangers".

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection; operation & control; reading comprehension; active listening; coordination.

ABILITIES

Manual dexterity; arm-hand steadiness; dynamic strength; visual color discrimination; wrist-finger speed.

KNOWLEDGE

Building & construction; customer & personal service; chemistry; fine arts; machines & tools.

TASKS

Paints surfaces, using brushes, spray gun, or rollers. Applies paint to simulate wood grain, marble, brick, or stonework. Cuts stencils, & brushes & sprays lettering & decorations on surfaces. Sands surfaces between coats & polishes final coat to specified finish. Bakes finish on painted & enameled articles in baking oven. Washes & treats surfaces with oil, turpentine, mildew remover, or other preparations. Mixes & matches colors of paint, stain, or varnish. Fills cracks, holes, & joints with caulk putty, plaster, or other filler, using caulking gun or putty knife. Reads work order or receives instructions from supervisor or homeowner. Erects scaffolding or sets up ladders to work above ground level.

WORK ACTIVITIES

Perform general physical activities; handle & move objects; obtain information; control machines & processes; organize, plan, & prioritize work.

WORK CONTEXT

Spend time sitting & standing. Important to be accurate.

ADVANCEMENT OPPORTUNITIES

May become team leaders or supervisors or become sales or technical representatives for chemical or paint companies. Eventually, some automotive painters open their own shops.

WORKING CONDITIONS

Work outdoors, often exposed to high places or contaminants. Work a normal 40-hour week, but may work more depending on the circumstances. Must wear masks or respirators that cover nose & mouth. Must spend time on ladders, scaffolds, or poles.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
4,594	5,370

Very fast growth to 2014. Around 178 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$14.81	\$30,800	\$24,430 – 40,430
Kentucky	\$12.86	\$26,750	\$21,260 – 32,730

LOCATION

Over a quarter of occupations are in Louisville area; nearly a fifth in Lincoln Trail area; a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 46 percent are self-employed; 32 percent work for building finishing contractors; rest spread among several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Painters & paperhangers; woodworkers; machine setters, operators, & tenders—metal & plastic.

JOB DESCRIPTION

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, & related materials. May spray roofs, sidings, & walls with material to bind, seal, insulate, or soundproof sections of structures.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection; coordination; installation; repairing; operation & control.

ABILITIES

Gross body equilibrium; static & explosive strength; manual dexterity; stamina; extent flexibility.

KNOWLEDGE

Building & construction; physics; machines & tools; design; engineering & technology.

TASKS

Fastens composition shingles or sheets to roof with asphalt, cement, or nails. Cuts roofing paper to size & nails or staples paper to roof in overlapping strips to form base for roofing materials. Cleans & maintains equipment. Removes snow, water, or debris from roofs prior to applying roofing materials. Insulates, soundproofs, & seals buildings with foam, using spray gun, air compressor, & heater. Punches holes in slate, tile, terra cotta, or wooden shingles, using punch & hammer. Applies gravel or pebbles over top layer, using rake or stiff-bristled broom. Applies alternate layers of hot asphalt or tar & roofing paper until roof covering is completed as specified. Overlaps successive layers of roofing material, determining distance of overlap, using chalkline, gauge on shingling hatchet, or lines on shingles. Cuts strips of flashing & fits them into angles formed by walls, vents, & intersecting roof surfaces.

WORK ACTIVITIES

Handle & move objects; obtain information; perform general physical activities; estimate the quantifiable characteristics of products, events, or information; identify objects, actions & events.

ADVANCEMENT OPPORTUNITIES

May advance to supervisor or estimator for a roofing contractor, or become contractors themselves.

WORKING CONDITIONS

Work outdoors, often exposed to hot weather, loud or distracting sounds, & high places. Work is strenuous & involves heavy lifting, as well as climbing, bending, & kneeling. Risk slips or falls from scaffolds, ladders, or roofs, or burns from hot bitumen. Roofs also become extremely hot during the summer.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,825	2,055

Fast growth to 2014. Around 77 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.01	\$31,230	\$24,230 – 41,110
Kentucky	\$13.63	\$28,340	\$24,270 – 34,500

LOCATION

Nearly a third of occupations are in Louisville area; a sixth in Bluegrass area; a tenth in Northern Kentucky; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 70 percent work for foundation, structure, & building exterior contractors; 26 percent are self-employed; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Carpenters; carpet, floor, & tile installers & finishers; cement masons, concrete finishers, segmental pavers, & terrazzo workers; drywall installers, ceiling tile installers, & tapers; plasterers & stucco masons.

JOB DESCRIPTION

Fabricate, assemble, install, & repair sheet metal products & equipment, such as ducts, control boxes, drainpipes, & furnace casings.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Installation; equipment selection; mathematics; repairing; operation & control.

ABILITIES

Information ordering; static strength; control precision; manual dexterity; visualization; written comprehension.

KNOWLEDGE

Production & processing; machines & tools; building & construction; computers & electronics; design.

TASKS

Determine project requirements, including scope, assembly sequences, & required methods & materials, according to blueprints, drawings, & written or verbal instructions. Drill & punch holes in metal, for screws, bolts, & rivets. Fasten seams & joints together with welds, bolts, cement, rivets, solder, caulks, metal drive clips, & bonds in order to assemble components into products or to repair sheet metal items. Inspect individual parts, assemblies, & installations for conformance to specifications & building codes, using measuring instruments such as calipers, scales, & micrometers. Install assemblies, such as flashing, pipes, tubes, heating & air conditioning ducts, furnace casings, rain gutters, & down spouts, in supportive frameworks. Lay out, measure, & mark dimensions & reference lines on material, such as roofing panels, according to drawings or templates, using calculators, scribes, dividers, squares, & rulers. Select gauges & types of sheet metal or non-metallic material, according to product specifications. Shape metal material over anvils, blocks, or other forms, using hand tools.

WORK ACTIVITIES

Handle & move objects; obtain information; perform general physical activities; identify objects, actions & events; inspect equipment, structures, & materials; control machines & processes.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs. Others go into the contracting business for themselves.

WORKING CONDITIONS

Work indoors, often exposed to hazardous equipment & distracting or uncomfortable sounds. Usually work a 40-hour week. Must follow safety practices because working around high-speed machines can be dangerous. Subject to cuts from sharp metal, burns from soldering & welding, & falls from ladders & scaffolds. Must wear protective gear. Pace of work often established by speed of equipment.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,116	2,220

Average growth to 2014. Around 72 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$17.50	\$36,390	\$26,840 – 50,650
Kentucky	\$14.56	\$30,290	\$23,150 – 39,850

LOCATION

Over a third of all occupations are in Louisville area; about a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 42 percent work for building equipment contractors; 16 percent in architectural & structural metals manufacturing; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Assemblers & fabricators; machinists; machine setters, operators, & tenders—metal & plastic; tool & die makers; glaziers; heating, air-conditioning, & refrigeration mechanics & installers.

JOB DESCRIPTION

Maintain highways, municipal & rural roads, airport runways, & rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, & snow fences. May also mow or clear brush from along road or plow snow from roadway.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Installation; equipment selection; mathematics; repairing; operation & control.

ABILITIES

Trunk strength; multilimb coordination; gross body coordination; reaction time; spatial orientation.

KNOWLEDGE

Building & construction; geography; public safety & security; machines & tools; mathematics.

TASKS

Apply oil to road surfaces, using sprayers. Apply poisons along roadsides & in animal burrows to eliminate unwanted roadside vegetation & rodents. Clean & clear debris from culverts, catch basins, drop inlets, ditches, & other drain structures. Drive trucks or tractors with adjustable attachments to sweep debris from paved surfaces, mow grass & weeds, & remove snow & ice. Dump, spread, & tamp asphalt, using pneumatic tampers, to repair joints & patch broken pavement. Erect, install, or repair guardrails, road shoulders, beams, highway markers, warning signals, & highway lighting, using hand tools & power tools. Haul & spread sand, gravel, & clay to fill washouts & repair road shoulders. Inspect markers to verify accurate installation. Measure & mark locations for installation of markers, using tape, string, or chalk. Paint traffic control lines & place pavement traffic messages, by hand or using machines.

WORK ACTIVITIES

Perform general activities; operate vehicles, mechanized devices, or equipment; handle & move objects; control machines & processes; obtain information.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs. Others go into the contracting business for themselves.

WORKING CONDITIONS

Work outdoors, often exposed to hazardous equipment, weather conditions, & distracting or uncomfortable sounds. Usually work a 40-hour week. Must follow safety practices because working around industrial machines can be dangerous. Often subject to the heat of summer. May work during daylight hours or at night in areas that contain much daytime traffic.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,971	3,450

Very fast growth to 2014. Around 110 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$14.54	\$30,250	\$23,740 – 37,100
Kentucky	n/a	n/a	n/a

LOCATION

About a fifth of occupations are in the Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 52 percent work for local government; 41 percent for state government; rest in several industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Landscaping & groundskeeping workers; fence erectors; construction laborers; pipelayers; pipelaying fitters.

JOB DESCRIPTION

Operate self-propelled mining machines that rip coal, metal & nonmetal ores, rock, stone, or sand from the face & load it onto conveyors or into shuttle cars in a continuous operation.

EDUCATION

Moderate-term on-the-job training. Licensed by Kentucky Environmental & Public Protection Cabinet, Office of Mine Safety & Licensing.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment maintenance & selection; coordination; repairing; operation & control.

ABILITIES

Far & night vision; multilimb coordination; depth perception; static strength; control precision; manual dexterity.

KNOWLEDGE

Machines & tools; engineering & technology; public safety & security; physics; production & processing; transportation.

TASKS

Determine locations, boundaries, & depths of holes or channels to be cut. Drive machines into position at working faces. Move controls to start & regulate movement of conveyors, & to start & position drill cutters or torches. Move levers to raise & lower hydraulic safety bars that support roofs above machines until other workers complete their framing. Observe & listen to equipment operation to detect binding or stoppage of tools & other equipment malfunctions. Reposition machines to make additional holes or cuts. Start machines to gather coal & convey it to floors or shuttle cars. Guide & assist crews laying track & resetting supports & blocking. Install casings to prevent cave-ins. Repair, oil, & adjust machines, & change cutting teeth, using wrenches.

WORK ACTIVITIES

Control machines & processes; operate vehicles, mechanized devices, or equipment; repair & maintain mechanical equipment; handle & move objects; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

Advancement may come with added responsibilities & experience.

WORKING CONDITIONS

Work outdoors but sometimes in mines, often exposed to hazardous equipment, weather conditions, & distracting or uncomfortable sounds. Usually work a 40-hour week. Must follow safety practices because working around industrial machines can be dangerous. Risk potential of cave-ins or other hazards when below the surface.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
613	705

Very fast growth to 2014. Around 32 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.80	\$39,100	\$32,460 – 44,290
Kentucky	\$18.66	\$38,810	\$35,080 – 42,790

LOCATION

A third of occupations are in the Big Sandy area; almost a third in the Kentucky River area; a sixth in Cumberland Valley area; an eighth in Pennyrile area; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 90 percent work in coal mining; remaining work in other mining-related industries.

ALTERNATE OCCUPATIONAL TITLES

Miner.

RELATED OCCUPATIONS

Roof bolters; mine cutting & channeling machine operators.

JOB DESCRIPTION

Diagnose, adjust, repair, & overhaul trucks, buses, & all types of diesel engines.

EDUCATION

Postsecondary vocational award.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Repairing; troubleshooting; installation; equipment selection; equipment maintenance; quality control analysis.

ABILITIES

Problem & hearing sensitivity; deductive & inductive reasoning; written comprehension.

KNOWLEDGE

Machines & tools; computers & electronics; design; customer service; engineering & technology; physics; transportation; public safety & security; mathematics.

TASKS

Adjust & reline brakes, align wheels, tighten bolts & screws, & reassemble equipment. Align front ends & suspension systems. Attach test instruments to equipment, & read dials & gauges in order to diagnose malfunctions. Disassemble & overhaul internal combustion engines, pumps, generators, transmissions, clutches, & differential units. Examine & adjust protective guards, loose bolts, & specified safety devices. Inspect brake systems, steering mechanisms, wheel bearings, & other important parts to ensure that they are in proper operating condition. Inspect, repair, & maintain automotive & mechanical equipment & machinery such as pumps & compressors. Inspect, test, & listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, & pressure gauges. Operate valve-grinding machines to grind & reset valves. Perform routine maintenance such as changing oil, checking batteries, & lubricating equipment & machinery.

WORK ACTIVITIES

Repair & maintain mechanical equipment; inspect equipment, structures, or material; identify objects, actions, & events; perform general physical activities; handle & move objects.

ADVANCEMENT OPPORTUNITIES

May advance to shop supervisor or service manager, become sales representatives, or open their own repair shops.

WORKING CONDITIONS

Usually work indoors, but may make repairs to vehicles on the road. May lift heavy parts & tools, handle greasy & dirty parts, & stand or lie in awkward positions to repair vehicles & equipment. Many employers provide lockers & shower facilities.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
4,778	5,169

Fast growth to 2014. Around 190 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$17.61	\$36,620	\$29,420 – 44,410
Kentucky	\$15.50	\$32,240	\$25,810 – 40,510

LOCATION

Roughly one quarter of all job openings are in Louisville area; a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Diesel service technicians & mechanics.

RELATED OCCUPATIONS

Aircraft & avionics equipment mechanics & service technicians; automotive service technicians & mechanics; heavy vehicle & mobile equipment service technicians & mechanics; small engine mechanics.

JOB DESCRIPTION

Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, & pneumatic equipment, such as cranes, bulldozers, graders, & conveyors, used in construction, logging, & surface mining.

EDUCATION

Postsecondary vocational award.

LOCATION OF TRAINING & EDUCATION

Statewide community colleges & technical schools.

SKILLS

Repairing; troubleshooting; installation; equipment selection; equipment maintenance.

ABILITIES

Information ordering; manual dexterity; problem sensitivity; near vision; multilimb coordination.

KNOWLEDGE

Machines & tools; customer & personal service; mathematics; production & processing; administration & management.

TASKS

Test mechanical products & equipment after repair or assembly to ensure proper performance & compliance with manufacturers' specifications. Repair & replace damaged or worn parts. Operate & inspect machines or heavy equipment to diagnose defects. Diagnose faults or malfunctions to determine required repairs, using engine diagnostic equipment such as computerized test equipment & calibration devices. Dismantle & reassemble heavy equipment using hoists & hand tools. Clean, lubricate, & perform other routine maintenance work on equipment & vehicles. Examine parts for damage or excessive wear, using micrometers & gauges. Schedule maintenance for industrial machines & equipment, & keep equipment service records. Read & understand operating manuals, blueprints, & technical drawings. Overhaul & test machines or equipment to ensure operating efficiency.

WORK ACTIVITIES

Repair & maintain mechanical equipment; inspect equipment, structures, or material; operate vehicles, mechanized devices, or equipment; make decisions & solve problems; update & use relevant knowledge.

ADVANCEMENT OPPORTUNITIES

May advance to field service jobs, wherein they have a greater opportunity to tackle problems independently & earn additional pay. May become shop supervisors or service managers. Some might open their own repair shops or invest in a franchise.

WORKING CONDITIONS

Hours can vary depending on season, but most work 40 to 50 hours a week. Most work in clean & well-lit shops but some might be noisy & drafty. Might be required to lift or handle heavy objects. Field technicians might work outside & will earn a higher wage typically.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,468	3,754

Average growth to 2014. Around 123 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.95	\$39,410	\$31,940 – 46,960
Kentucky	\$17.65	\$36,710	\$31,440 – 43,710

LOCATION

Nearly a third of all job openings in Louisville area; a sixth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 34 percent work for machinery & supply merchant wholesalers; remainder occur in several industries.

ALTERNATE OCCUPATIONAL TITLES

Field service technician.

RELATED OCCUPATIONS

Aircraft & avionics equipment mechanics & service technicians; automotive service technicians & mechanics; diesel service technicians & mechanics; industrial machinery mechanics & maintenance workers; small engine mechanics.

JOB DESCRIPTION

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, heating stoves, & industrial & commercial refrigeration systems.

EDUCATION

Long-term on-the-job training. Licensing through the Kentucky Office of Housing, Building, & Construction.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Repairing; troubleshooting; installation; social perceptiveness; equipment maintenance; active listening.

ABILITIES

Problem sensitivity; inductive reasoning; extent flexibility; finger & manual dexterity; arm-hand steadiness; trunk strength.

KNOWLEDGE

Machines & tools; customer service; engineering & technology; design; English language proficiency.

TASKS

Obtain & maintain required certification(s). Comply with all applicable standards, policies, & procedures, including safety procedures & the maintenance of a clean work area. Repair or replace defective equipment, components, or wiring. Test electrical circuits & components for continuity, using electrical test equipment. Reassemble & test equipment following repairs. Inspect & test system to verify system compliance with plans & specifications & to detect & locate malfunctions. Discuss heating-cooling system malfunctions with users to isolate problems or to verify that malfunctions have been corrected. Record & report all faults, deficiencies, & other unusual occurrences, as well as the time & materials expended on work orders. Test pipe or tubing joints & connections for leaks, using pressure gauge or soap-and-water solution. Adjust system controls to setting recommended by manufacturer to balance system, using hand tools.

WORK ACTIVITIES

Repair & maintain mechanical equipment; obtain information; operate vehicles, mechanized devices, or equipment; perform general physical activities; handle & move objects.

ADVANCEMENT OPPORTUNITIES

Advancement usually takes the form of higher wages. Some may advance to positions as supervisor or service manager. Others may move into areas such as sales & marketing.

WORKING CONDITIONS

Work anywhere there is climate-control equipment. Work a 40-hour week, but may hit peak seasons due to weather. Many now offer contracts to keep year-round business steady. Sometimes exposed to hazardous equipment or contaminants.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
4,020	4,447

Average growth to 2014. Around 116 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$17.81	\$37,040	\$28,690 – 47,270
Kentucky	\$15.14	\$31,490	\$24,720 – 39,140

LOCATION

Nearly one third of all job openings in Louisville area; a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 63 percent work for building equipment contractors; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Boilermakers; electricians; sheet metal workers; pipelayers, plumbers, pipefitters, & steamfitters; home appliance repairers.

JOB DESCRIPTION

String & repair telephone & television cable, including fiber optics & other equipment for transmitting messages or television programming.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Installation; equipment maintenance; equipment selection; repairing; troubleshooting.

ABILITIES

Information ordering; near vision; oral expression & comprehension; control precision; manual dexterity; deductive reasoning.

KNOWLEDGE

Telecommunications; computers & electronics; mathematics; machines & tools; engineering & technology.

TASKS

Installs terminal boxes & strings lead-in-wires, using electrician's tools. Ascends poles or enters tunnels & sewers to string lines & install terminal boxes, auxiliary equipment & appliances, according to diagrams. Repairs cable system, defective lines, & auxiliary equipment. Pulls lines through ducts by hand or with use of winch. Collects installation fees. Explains cable service to subscriber. Cleans & maintains tools & test equipment. Fills & tamps holes, using cement, earth, & tamping device. Digs holes, using power auger or shovel, & hoists poles upright into holes, using truck-mounted winch. Installs & removes plant equipment, such as callboxes & clocks.

WORK ACTIVITIES

Control machines & processes; repair & maintain electronic equipment; obtain information; handle & move objects; perform general physical activities; obtain information; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

May advance to positions stringing cable & performing service installations or to more sophisticated maintenance & repair positions responsible for increasingly larger portions of a network. Promotion to supervisory or training positions also is possible with a college degree.

WORKING CONDITIONS

Work outdoors, sometimes exposed to adverse weather conditions. Usually work a 40-hour week, but might be required to work additional hours in the event of an emergency. Must be able to climb & maintain balance on utility poles & towers. Requires a good amount of travel. May encounter a variety of hazards on job sites.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,169	2,341

Fast growth to 2014. Around 89 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$20.39	\$42,410	\$30,580 – 55,280
Kentucky	\$15.12	\$31,440	\$22,590 – 40,750

LOCATION

Over one quarter of all job openings in each of the Bluegrass & Louisville areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 40 percent work in cable & other program distribution; about 22 percent for utility system construction; around 15 percent for building equipment contractors; rest occur in a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Line installers & repairers.

RELATED OCCUPATIONS

Radio & telecommunications equipment installers & repairers; broadcast & sound engineering technicians & radio operators; electricians.

JOB DESCRIPTION

Test, adjust, or repair biomedical or electromedical equipment.

EDUCATION

Associate's degree.

LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

SKILLS

Troubleshooting; equipment maintenance; repairing; critical thinking; reading comprehension.

ABILITIES

Problem sensitivity; information ordering; written comprehension; near vision; deductive reasoning.

KNOWLEDGE

Computers & electronics; customer & personal service; engineering & technology; machines & tools; English language proficiency.

TASKS

Inspect & test malfunctioning medical & related equipment following manufacturers' specifications, using test & analysis instruments. Examine medical equipment & facility's structural environment & check for proper use of equipment, to protect patients & staff from electrical or mechanical hazards & to ensure compliance with safety regulations. Disassemble malfunctioning equipment & remove, repair & replace defective parts such as motors, clutches or transformers. Keep records of maintenance, repair, & required updates of equipment. Perform preventive maintenance or service such as cleaning, lubricating & adjusting equipment. Test & calibrate components & equipment following manufacturers' manuals & troubleshooting techniques, using hand tools, power tools & measuring devices. Explain & demonstrate correct operation & preventive maintenance of medical equipment to personnel. Study technical manuals & attend training sessions provided by equipment manufacturers to maintain current knowledge. Plan & carry out work assignments, using blueprints, schematic drawings, technical manuals, wiring diagrams, & liquid & air flow sheets, following prescribed regulations, directives, & other instructions as required. Solder loose connections, using soldering iron.

WORK ACTIVITIES

Inspect equipment, structures, or material; repair & maintain electronic equipment; obtain information; identify objects, actions, & events.

ADVANCEMENT OPPORTUNITIES

Opportunities to advance exist but most supervisor positions require a bachelor's degree.

WORKING CONDITIONS

Work daytime hours mostly but might be on call or work irregular hours. May work onsite or in well-lighted workshops.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
530	650

Fast growth to 2014. Around 27 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$19.02	\$39,570	\$29,730 – 51,500
Kentucky	\$19.47	\$40,490	\$27,060 – 50,500

LOCATION

One two fifths of all job openings in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 18 percent work in consumer goods rental; 18 percent are self-employed; 18 percent in general medical & surgical hospitals; 17 percent for commercial equipment merchant wholesalers; 11 percent in outpatient care centers; rest occur in several industries.

ALTERNATE OCCUPATIONAL TITLES

Medical equipment technicians.

RELATED OCCUPATIONS

Computer, automated teller, & office machine repairers; coin, vending, & amusement machine servicers & repairers; electronic home entertainment equipment installers & repairers; industrial machinery installation, maintenance, & repair workers.

JOB DESCRIPTION

Cut, shape, & assemble wooden articles or set up & operate a variety of woodworking machines, such as power saws, jointers, & mortisers to surface, cut, or shape lumber or to fabricate parts for wood products.

EDUCATION

Long-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; equipment selection; mathematics; instructing; reading comprehension.

ABILITIES

Arm-hand steadiness; finger & manual dexterity; reaction time; control precision; trunk strength.

KNOWLEDGE

Design; mathematics; building & construction; production & processing; machines & tools.

TASKS

Produce & assemble components of articles such as store fixtures, office equipment, cabinets, & high-grade furniture. Verify dimensions, & check the quality & fit of pieces in order to ensure adherence to specifications. Set up & operate machines, including power saws, jointers, mortisers, tenoners, molders, & shapers, to cut, mold, & shape woodstock & wood substitutes. Measure & mark dimensions of parts on paper or lumber stock prior to cutting, following blueprints, to ensure a tight fit & quality product. Reinforce joints with nails or other fasteners to prepare articles for finishing. Attach parts & subassemblies together to form completed units, using glue, dowels, nails, screws, and/or clamps. Establish the specifications of articles to be constructed or repaired, & plan the methods & operations for shaping & assembling parts, based on blueprints, drawings, diagrams, or oral or written instructions. Cut timber to the right size & shape & trim parts of joints to ensure a snug fit, using hand tools such as planes, chisels, or wood files. Match materials for color, grain, & texture, giving attention to knots & other features of the wood. Trim, sand, & scrape surfaces & joints to prepare articles for finishing.

WORK ACTIVITIES

Obtain information; control machines & processes; inspect equipment, structures, or material; handle & move objects; monitor processes, material, or surroundings.

ADVANCEMENT OPPORTUNITIES

Modelmakers & patternmakers who know how to execute designs on a computer may have the best opportunities for advancement.

WORKING CONDITIONS

Hours vary by industry & specific job duties. May encounter excessive noise, dust, & other air pollutants. May risk of injury from contact with rough wood stock, sharp tools, & power equipment. Prolonged standing, lifting, & fitting of heavy objects are common characteristics of the job.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
1,757	1,944

Fast growth to 2014. Around 73 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$12.51	\$26,020	\$20,570 – 33,380
Kentucky	\$11.17	\$23,230	\$18,200 – 28,050

LOCATION

Statewide.

INDUSTRIES OF EMPLOYMENT

About 44 work in household & institutional furniture manufacturing; 18 percent are self-employed; 14 percent work in other wood manufacturing; remainder occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Framer; cutter; installer.

RELATED OCCUPATIONS

Carpenters; sheet metal workers; structural & reinforcing iron & metal workers; machinists; tool & die makers.

JOB DESCRIPTION

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or liquid waste.

EDUCATION

Long-term on-the-job training. Licensed by the Kentucky Environmental & Public Protection Cabinet.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Reading comprehension; troubleshooting; active listening; operation & control; monitoring.

ABILITIES

Near vision; problem sensitivity; control precision; deductive reasoning; arm-hand steadiness; information ordering; multilimb coordination; oral comprehension.

KNOWLEDGE

Mathematics; public safety & security; English language proficiency; biology; chemistry.

TASKS

Add chemicals such as ammonia, chlorine, or lime to disinfect & deodorize water & other liquids. Operate & adjust controls on equipment to purify & clarify water, process or dispose of sewage, & generate power. Inspect equipment or monitor operating conditions, meters, & gauges to determine load requirements & detect malfunctions. Collect & test water & sewage samples, using test equipment & color analysis standards. Record operational data, personnel attendance, or meter & gauge readings on specified forms. Maintain, repair, & lubricate equipment, using hand tools & power tools. Clean & maintain tanks & filter beds, using hand tools & power tools. Direct & coordinate plant workers engaged in routine operations & maintenance activities.

WORK ACTIVITIES

Monitor processes, materials, or surroundings; perform general physical activities; inspect equipment, structures, or material; evaluate information to determine compliance with standards; handle & move objects.

ADVANCEMENT OPPORTUNITIES

May become a superintendent or supervisor with furthered education & experience.

WORKING CONDITIONS

Work one of three 8-hour shifts, including weekends & holidays, on a rotational basis. May be required to work overtime. Work both indoors & outdoors & may be exposed to noise from machinery & to unpleasant odors. Work is physically demanding & often is performed in unclean locations. Must follow safety procedures due to hazardous conditions.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,941	2,080

Fast growth to 2014. Around 93 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$16.79	\$34,930	\$27,250 – 43,800
Kentucky	\$13.70	\$28,500	\$23,520 – 35,060

LOCATION

Over one fifth of all job openings in Louisville area; around a seventh in each of the Bluegrass & Northern Kentucky areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 80 percent work for local government; remainder occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Chemical plant & system operators; gas plant operators; petroleum pump system operators, refinery operators, & gaugers; power plant operators, distributors, & dispatchers; stationary engineers & boiler operators.

JOB DESCRIPTION

Directly supervise & coordinate activities of transportation & material-moving machine & vehicle operators & helpers.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Speaking; active listening; coordination; time management; management of personnel resources.

ABILITIES

Written & oral expression & comprehension; information ordering.

KNOWLEDGE

Transportation; customer & personal service; production & processing; administration & management; public safety & security.

TASKS

Plan work schedules & assign duties to maintain adequate staffing levels, to ensure that activities are performed effectively, & to respond to fluctuating workloads. Collaborate with workers & managers to solve work-related problems. Review work throughout the work process & at completion, in order to ensure that it has been performed properly. Transmit & explain work orders to laborers. Check specifications of materials loaded or unloaded against information contained in work orders. Inform designated employees or departments of items loaded, & problems encountered. Examine freight to determine loading sequences. Evaluate employee performance, & prepare performance appraisals. Perform the same work duties as those whom they supervise, and/or perform more difficult or skilled tasks or assist in their performance. Prepare & maintain work records & reports that include information such as employee time & wages, daily receipts, & inspection results.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; organize, plan, & prioritize work; obtain establish & maintain interpersonal relationships; develop & build teams; information; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

Experience can lend to more responsibilities & higher pay.

WORKING CONDITIONS

Generally work 8 hours or more a day. Weekend or overtime work can be common also. Seasonal work exists for some. Work can be physically demanding. May lift & carry heavy objects, kneel, stoop, crouch, or crawl.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,340	3,589

Average growth to 2014. Around 144 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$18.75	\$39,000	\$30,100 – 50,060
Kentucky	\$16.55	\$34,430	\$24,460 – 45,140

LOCATION

Nearly half of all job openings in Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

About 18 percent work for couriers; 13 percent in warehousing & storage; remainder occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Dock supervisor; mailroom manager; yard foreman.

RELATED OCCUPATIONS

Managers or supervisors of: construction equipment operators; machine setters, operators, & tenders—metal & plastic; rail transportation workers; truck drivers & driver/sales workers; agricultural workers; building cleaning workers; construction laborers; forest, conservation, & logging workers; grounds maintenance workers.

Supervisors & Managers of Transportation & Material-Moving Machine & Vehicle Operators SOC 53-1031

JOB DESCRIPTION

Directly supervise & coordinate activities of transportation & material-moving machine & vehicle operators & helpers.

EDUCATION

Work experience in a related occupation.

LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

SKILLS

Speaking; active listening; instructing; coordination; mathematics; critical thinking; reading comprehension; writing.

ABILITIES

Written & oral expression & comprehension; information ordering.

KNOWLEDGE

Transportation; business & management principles; personnel & human resources; mathematics; economics & accounting.

TASKS

Review orders, production schedules, & shipping/receiving notices to determine work sequence & material shipping dates, type, volume, & destinations. Plan transportation routes, work schedules, & assignments & allocate equipment to meet transportation, operations, or production goals. Maintain or verify time, transportation, financial, inventory & personnel records. Explain work tasks to new workers or assign workers to experienced workers for further training. Resolve worker problems or assist workers in solving problems. Compute & estimate cash, payroll, transportation, personnel, & storage requirements. Requisition needed personnel, supplies, equipment, parts, or repair services. Recommend & implement measures to improve worker motivation, equipment performance, work methods, & customer services. Prepare, compile, & submit reports on work activities, operations, & work related accidents.

WORK ACTIVITIES

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; guide, direct, & motivate subordinates; obtain, document, & record information; inspect equipment, structures, or material; make decisions & solve problems.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs. Others may go into the contracting business for themselves.

WORKING CONDITIONS

Work indoors. Usually work a 40-hour week. Must follow safety practices as working with material-moving machines can be dangerous. Responsible for outcomes & results.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
3,786	4,154

Fast growth to 2014. Around 148 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$22.85	\$47,530	\$36,540 – 60,070
Kentucky	\$19.86	\$41,310	\$30,450 – 53,960

LOCATION

About two fifths of all job openings in Louisville area; around a fifth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Industrial production managers; transportation managers; wholesale & retail buyers, except farm products; storage & distribution managers; public transportation inspectors.

JOB DESCRIPTION

Drive bus or motor coach, including regular route operations, charters, & private carriage. May assist passengers with baggage. May collect fares or tickets.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; operation monitoring; operation & control; equipment & maintenance; reading comprehension; social perceptiveness.

ABILITIES

Near & far vision; depth perception; reaction time; response orientation; selective attention; control precision.

KNOWLEDGE

Transportation; customer & personal service; public safety & security; geography; law & government.

TASKS

Inspect vehicles, & check gas, oil, & water levels prior to departure. Drive vehicles over specified routes or to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations. Park vehicles at loading areas so that passengers can board. Assist passengers with baggage & collect tickets or cash fares. Report delays or accidents. Advise passengers to be seated & orderly while on vehicles. Regulate heating, lighting, & ventilating systems for passenger comfort. Load & unload baggage in baggage compartments. Record cash receipts & ticket fares. Make minor repairs to vehicle & change tires.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; obtain information; identify objects, actions, & events; work directly with the public; inspect equipment, structures, or material.

ADVANCEMENT OPPORTUNITIES

Opportunities for promotion are limited. Experienced drivers may become supervisors, trainers, or dispatchers.

WORKING CONDITIONS

May work any day & all hours of the day, including weekends & holidays. Hours are dictated by the destinations, schedules, & itineraries of chartered tours. Weekly hours must be consistent with the Department of Transportation's rules & regulations concerning hours of service. Most are required to document their time in a logbook.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
2,456	2,688

Fast growth to 2014. Around 91 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$14.91	\$31,010	\$23,430 – 40,420
Kentucky	\$15.24	\$31,690	\$22,860 – 38,430

LOCATION

Over two fifths of occupations are in the Louisville area; others statewide.

INDUSTRIES OF EMPLOYMENT

Over 76 percent work for local government; rest in other industries.

ALTERNATE OCCUPATIONAL TITLES

Operator.

RELATED OCCUPATIONS

Taxi drivers & chauffeurs, truck drivers & driver/sales workers.

JOB DESCRIPTION

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

EDUCATION

Short-term on-the-job training. Licensed by the Kentucky Department of Education, Division of Pupil Transportation.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Operation monitoring; equipment maintenance; social perceptiveness; speaking; operation & control.

ABILITIES

Response orientation; reaction time; depth perception; night vision; multilimb coordination; peripheral vision; rate control; time sharing.

KNOWLEDGE

Transportation; public safety & security; geography; law & government; customer service.

TASKS

Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, & school activities. Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, & safety equipment to ensure that everything is in working order. Comply with traffic regulations in order to operate vehicles in a safe & courteous manner. Follow safety rules as students are boarding & exiting buses, & as they cross streets near bus stops. Pick up & drop off students at regularly scheduled neighborhood locations, following strict time schedules. Read maps, & follow written & verbal geographic directions. Regulate heating, lighting, & ventilation systems for passenger comfort. Escort small children across roads & highways. Keep bus interiors clean for passengers. Maintain knowledge of first-aid procedures.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; obtain information; monitor processes, materials, or surroundings; make decisions or solve problems; inspect equipment, structures, or material.

ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs or positions as dispatchers.

WORKING CONDITIONS

Work outdoors, sometimes exposed to weather. Often work 20 hours a week or less, driving one or two routes in the morning & afternoon. Must be available for extracurricular activities, & must be prepared to accommodate special needs children. Responsible for the health & safety of others.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
7,490	8,150

Fast growth to 2014. Around 271 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$11.57	\$24,070	\$18,100 – 29,800
Kentucky	\$12.14	\$25,260	\$21,940 – 28,190

LOCATION

Nearly a fifth of occupations are in the Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Almost 92 percent work for elementary & secondary schools; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Taxi drivers & chauffeurs; truck drivers & driver/sales workers.

JOB DESCRIPTION

Drive truck or other vehicle over established routes or within an established territory & sell goods, such as food products, including restaurant take-out items, or pick up & deliver items, such as laundry.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Time management; speaking; equipment maintenance; mathematics; service orientation.

ABILITIES

Number facility; spatial orientation; oral expression & comprehension written comprehension.

KNOWLEDGE

Sales & marketing; transportation; customer service; mathematics; English language proficiency.

TASKS

Drive trucks in order to deliver such items as food, medical supplies, or newspapers. Collect coins from vending machines, refill machines, & remove aged merchandise. Sell food specialties, such as sandwiches & beverages, to office workers & patrons of sports events. Collect money from customers, make change, & record transactions on customer receipts. Call on prospective customers in order to explain company services & to solicit new business. Record sales or delivery information on daily sales or delivery record. Inform regular customers of new products or services & price changes. Review lists of dealers, customers, or station drops & load trucks. Write customer orders & sales contracts according to company guidelines. Listen to & resolve customers' complaints regarding products or services.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; perform or work for the general public; maintain interpersonal relationships; influence others; communicate with persons outside an organization.

ADVANCEMENT OPPORTUNITIES

Advancement is generally limited to driving runs that provide increased earnings or preferred schedules & working conditions. May advance to dispatcher, manager, or traffic work.

WORKING CONDITIONS

Work outdoors, exposed to weather. Hours will depend on routes involved. Local drivers may return home in the evenings; long distance route drivers may spend a large part of the year away from home. The limit of weekly hours for interstate drivers as established by the Department of Transportation is sixty.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
7,410	7,875

Average growth to 2014. Around 201 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.67	\$20,120	\$14,420 – 30,440
Kentucky	\$9.98	\$20,750	\$13,480 – 30,130

LOCATION

Nearly a third of all job openings in Louisville area; about a fifth in Northern Kentucky area; others statewide.

INDUSTRIES OF EMPLOYMENT

Almost 23 percent work for grocery & related product wholesalers; 22 percent in limited-service eating places; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Truck drivers.

RELATED OCCUPATIONS

Ambulance drivers & attendants, except emergency medical technicians; bus drivers; & taxi drivers; chauffeurs.

JOB DESCRIPTION

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW (Gross Vehicle Weight), to transport & deliver goods, livestock, or materials in liquid, loose, or packaged form.

EDUCATION

Moderate-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Mathematics; writing; equipment maintenance; reading comprehension; operation & control.

ABILITIES

Near & far vision; reaction time; response orientation; static strength.

KNOWLEDGE

Transportation; geography; law & government; machines & tools; public safety & security.

TASKS

Drive truck with capacity of more than 3 tons to transport & deliver cargo, materials, or damaged vehicle. Maintain radio or telephone contact with base or supervisor to receive instructions or be dispatched to new location. Maintain truck log according to state & federal regulations. Position blocks & tie rope around items to secure cargo for transport. Clean, inspect, & service vehicle. Drive tractor-trailer combination, applying knowledge of commercial driving regulations, to transport & deliver products, livestock, or materials, usually over long distance. Maneuver truck into loading or unloading position, following signals from loading crew as needed. Drive truck to weigh station before & after loading, & along route to document weight & conform to state regulations. Maintain driver log according to Interstate Commerce Commission (ICC) regulations. Read bill of lading to determine assignment. Load or unload, or assist in loading & unloading truck. Work as member of two-person team driving tractor with sleeper bunk behind cab.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; handle & move objects; document & record information; inspect equipment, structures, & material; repair & maintain mechanical equipment.

ADVANCEMENT OPPORTUNITIES

Advancement is generally limited to driving runs that provide increased earnings or preferred schedules & working conditions. May advance to dispatcher, manager, or traffic work.

WORKING CONDITIONS

Work indoors & outdoors, sometimes exposed to weather. Hours will depend on routes involved. Local drivers may return home in the evenings; long distance route drivers may spend a large part of the year away from home. The limit of weekly hours for interstate drivers as established by the Department of Transportation is sixty.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
33,627	37,511

Fast growth to 2014. Around 1,125 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$16.48	\$34,280	\$27,000 – 42,750
Kentucky	\$15.21	\$31,630	\$25,350 – 39,010

LOCATION

Almost a third of all occupations are in the Louisville area; one seventh in the Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 33 percent work in general freight trucking; 11 percent in specialized freight trucking; rest spread across a number of industries.

ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

RELATED OCCUPATIONS

Ambulance drivers & attendants, except emergency medical technicians; bus drivers; & taxi drivers; chauffeurs.

JOB DESCRIPTION

Drive a truck or van with a capacity of under 26,000 GVW (Gross Vehicle Weight), primarily to deliver or pick up merchandise or to deliver packages within a specified area.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Operation & control; operation monitoring; repairing; writing; speaking; equipment maintenance.

ABILITIES

Far vision; spatial orientation; static strength; extent flexibility; reaction time.

KNOWLEDGE

Transportation; geography; public safety & security; machines & tools; administrative & clerical procedures.

TASKS

Drive vehicles with capacities under three tons in order to transport materials to & from specified destinations such as railroad stations, plants, residences & offices, or within industrial yards. Inspect & maintain vehicle supplies & equipment, such as gas, oil, water, tires, lights, & brakes in order to ensure that vehicles are in proper working condition. Load & unload trucks, vans, or automobiles. Obey traffic laws, & follow established traffic & transportation procedures. Read maps, & follow written & verbal geographic directions. Verify the contents of inventory loads against shipping papers. Maintain records such as vehicle logs, records of cargo, or billing statements in accordance with regulations. Perform emergency repairs such as changing tires or installing light bulbs, fuses, tire chains, & spark plugs. Present bills & receipts, & collect payments for goods delivered or loaded. Report any mechanical problems encountered with vehicles.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; handle & move objects; document & record information; perform general physical activities; repair & maintain mechanical equipment.

ADVANCEMENT OPPORTUNITIES

May work into a higher-paying position or become supervisors.

WORKING CONDITIONS

Work indoors & outdoors, often exposed to weather or contaminants. Work a standard 8-hour shift, though additional night or weekend hours are common. Workers may be exposed to harmful materials or chemicals, fumes, odors, loud noise, or dangerous machinery; must wear protective gear.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
15,563	17,855

Fast growth to 2014. Around 455 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$11.92	\$24,790	\$18,940 – 33,300
Kentucky	\$10.99	\$22,860	\$17,980 – 31,150

LOCATION

Over a third of occupations are in the Louisville area; over an eighth in Bluegrass area; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 18 percent work for couriers; rest spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Material movers.

RELATED OCCUPATIONS

Bus drivers; construction equipment operators; machine setters, operators, & tenders—metal & plastic; rail transportation workers; truck drivers & driver/sales workers; agricultural workers; building cleaning workers; construction laborers; forest, conservation, & logging workers; grounds maintenance workers.

JOB DESCRIPTION

Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Include hearse drivers.

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Active listening; social perceptiveness; time management; mathematics; equipment maintenance.

ABILITIES

Reaction time; response orientation; oral comprehension; far vision; time sharing.

KNOWLEDGE

Customer & personal service; public safety & security; English language proficiency; transportation; administration & management.

TASKS

Test functionality of vehicle equipment such as lights, brakes, horns, or windshield wipers. Notify dispatchers or company mechanics of vehicle problems. Drive taxicabs, limousines, company cars, or privately owned vehicles to transport passengers. Follow regulations governing taxi operation & ensure that passengers follow safety regulations. Pick up passengers at prearranged locations, at taxi stands, or by cruising streets in high traffic areas. Perform routine vehicle maintenance such as regulating tire pressure & adding gasoline, oil, & water. Communicate with dispatchers by radio, telephone, or computer to exchange information & receive requests for passenger service. Record various forms of data on trip sheets. Complete accident reports when necessary. Provide passengers with assistance entering & exiting vehicles, & help them with any luggage.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; work directly with the public; inspect equipment, structures, or material; assist & care for others; monitor processes, materials, & surroundings.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are often limited. Experienced drivers may obtain preferred routes or shifts.

WORKING CONDITIONS

Generally work 8 to 12 hour shifts daily. Evening, weekend, & holiday work is essential. Large majority of time spent behind the wheel. May be required to lift heavy luggage or objects. Work can be stressful.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2006</u>	<u>2014</u>
2,447	2,970

Very fast growth to 2014. Around 92 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$9.60	\$19,980	\$16,250 – 24,940
Kentucky	\$8.98	\$18,680	\$15,310 – 21,840

LOCATION

Almost a fifth of occupations are in the Louisville area; around a sixth in each of the Bluegrass & Northern Kentucky areas; others statewide.

INDUSTRIES OF EMPLOYMENT

About 28 percent are self-employed; 19 percent for taxi & limousine services; 11 percent for insurance carriers; rest in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

Escorts; cabbies.

RELATED OCCUPATIONS

Bus drivers; truck drivers & driver/sales workers.

JOB DESCRIPTION

Operate or tend machinery equipped with scoops, shovels, or buckets, to excavate & load loose materials. Exclude "Dredge Operators".

EDUCATION

Moderate-term on-the-job training. Licensed by Kentucky Environmental & Public Protection Cabinet, Office of Mine Safety & Licensing.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Equipment selection & maintenance; operation & control; operation monitoring; repairing.

ABILITIES

Control precision; multilimb coordination; spatial orientation; far vision; depth perception; manual dexterity.

KNOWLEDGE

Machines & tools; building & construction; customer & personal service; production & processing; public safety & security.

TASKS

Move levers, depress foot pedals, & turn dials to operate power machinery such as power shovels, stripping-shovels, scraper loaders, or backhoes. Set up & inspect equipment prior to operation. Observe hand signals, grade stakes, & other markings when operating machines so that work can be performed to specifications. Become familiar with digging plans, machine capabilities & limitations, & with efficient & safe digging procedures in a given application. Operate machinery to perform activities such as backfilling excavations, vibrating or breaking rock or concrete, & making winter roads. Create & maintain inclines & ramps, & handle slides, mud, & pit cleanings & maintenance. Lubricate, adjust, & repair machinery, & replace parts such as gears, bearings, & bucket teeth. Move materials over short distances, such as around a construction site, factory, or warehouse. Measure & verify levels of rock or gravel, bases, & other excavated material. Receive written or oral instructions regarding material movement or excavation.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; handle & move objects; control machines & processes; inspect equipment, structures, or material; monitor processes, materials, or surroundings.

ADVANCEMENT OPPORTUNITIES

Most advance with experience to supervisory positions.

WORKING CONDITIONS

Work tends to be repetitive & physically demanding. May lift & carry heavy objects & work in awkward positions. Might work in a variety of elements. Some jobs expose workers to fumes, odors, loud noises, harmful materials & chemicals, or dangerous machinery. Often workers must wear protective gear. Generally work 8-hour shifts, though longer shifts or irregular hours also are not uncommon.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
1,661	1,804

Fast growth to 2014. Around 70 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$15.57	\$32,380	\$26,030 – 41,140
Kentucky	\$15.43	\$32,090	\$29,050 – 35,070

LOCATION

Around a sixth of job openings in each of the Big Sandy & Bluegrass areas; around an eighth in each of the Cumberland Valley, Kentucky River, & Pennyryle areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Nearly 36 percent work in coal mining; 20 percent are self-employed; rest occur in a number of industries.

ALTERNATE OCCUPATIONAL TITLES

A vast number of excavating occupations align with this generalized title.

RELATED OCCUPATIONS

Construction equipment operators; machine setters, operators, & tenders—metal & plastic; rail transportation workers; truck drivers & driver/sales workers; agricultural workers; building cleaning workers; construction laborers; forest, conservation, & logging workers; grounds maintenance workers.

JOB DESCRIPTION

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. Exclude "Logging Equipment Operators".

EDUCATION

Short-term on-the-job training.

LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

SKILLS

Operation & control; operation monitoring; repairing; equipment selection & maintenance; coordination.

ABILITIES

Control precision; multilimb coordination; depth perception; manual dexterity; static strength.

KNOWLEDGE

Transportation; mathematics; production & processing; machines & tools; administrative & clerical procedures; physics.

TASKS

Move controls to drive gasoline- or electric-powered trucks, cars, or tractors & transport materials between loading, processing, & storage areas. Move levers & controls that operate lifting devices, such as forklifts, lift beams & swivel-hooks, hoists, & elevating platforms, in order to load, unload, transport, & stack material. Position lifting devices under, over, or around loaded pallets, skids, & boxes, & secure material or products for transport to designated areas. Hook tow trucks to trailer hitches & fasten attachments using hitchpins. Turn valves & open chutes in order to dump, spray, or release materials from dump cars or storage bins into hoppers. Perform routine maintenance on vehicles & auxiliary equipment. Manually load or unload materials onto or off pallets, skids, platforms, cars, or lifting devices. Operate or tend automatic stacking, loading, packaging, or cutting machines. Weigh materials or products, & record weight & other production data on tags or labels.

WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; handle & move objects; control machines & processes; perform general physical activities; repair & maintain mechanical equipment.

ADVANCEMENT OPPORTUNITIES

May work into a higher-paying position or become supervisors.

WORKING CONDITIONS

Work indoors & outdoors, often exposed to weather or contaminants. Work a standard 8-hour shift, though additional night or weekend hours are common. Workers may be exposed to harmful materials or chemicals, fumes, odors, loud noise, or dangerous machinery; must wear protective gear.

OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2006	2014
15,262	16,179

Average growth to 2014. Around 455 job openings annually.

EARNINGS

Location	Median, 2005		Midrange, 2005
	Hourly	Annual	Annual
US	\$13.02	\$27,080	\$22,200 – 33,840
Kentucky	\$13.01	\$27,060	\$22,500 – 32,810

LOCATION

Over a quarter of occupations are in the Louisville area; about a seventh in Northern Kentucky area; around an eighth in each of the Bluegrass & Barren River areas; others statewide.

INDUSTRIES OF EMPLOYMENT

Around 13 percent work in warehousing & storage; remainder spread across a variety of industries.

ALTERNATE OCCUPATIONAL TITLES

Material movers.

RELATED OCCUPATIONS

Bus drivers; construction equipment operators; machine setters, operators, & tenders—metal & plastic; rail transportation workers; truck drivers & driver/sales workers; agricultural workers; building cleaning workers; construction laborers; forest, conservation, & logging workers; grounds maintenance workers.

A	
Accountants & Auditors	20
Administrative Services Managers	6
Amusement & Recreation Attendants	103
Animal Breeders	124
Architects, Except Landscape & Naval	29

B	
Bartenders	95
Bill & Account Collectors	115
Brickmasons & Blockmasons	126
Bus & Truck Mechanics & Diesel Engine Specialists	136
Bus Drivers, School	146
Bus Drivers, Transit & Intercity	145

C	
Cabinetmakers & Bench Carpenters	141
Carpenters	127
Cement Masons & Concrete Finishers	128
Chefs & Head Cooks	92
Child Care Workers	105
Chiropractors	57
Claims Adjusters, Examiners, & Investigators	15
Clinical, Counseling, & School Psychologists	35
Computer & Information Systems Managers	7
Computer Software Engineers, Applications	22
Computer Software Engineers, Systems Software	23
Computer Support Specialists	24
Computer Systems Analysts	25
Construction Managers	10
Continuous Mining Machine Operators	135
Cooks, Restaurant	93
Correctional Officers & Jailers	90
Cost Estimators	16
Customer Service Representatives	108

D	
Database Administrators	26
Dental Assistants	82
Dental Hygienists	69
Diagnostic Medical Sonographers	70
Dietitians & Nutritionists	58
Driver/Sales Workers	147
Drywall & Ceiling Tile Installers	130

E	
Education Teachers, Postsecondary	45
Educational, Vocational, & School Counselors	37
Elementary School, Teachers Excluding Special Education	48
Emergency Medical Technicians & Paramedics	72
Employment, Recruitment, & Placement Specialists	17
Environmental Engineers	31
Environmental Scientists & Specialists, Including Health	34
Excavating & Loading Machine & Dragline Operators	151

F	
Financial Managers	8
Fire Fighters	89
Fitness Trainers & Aerobics Instructors	107
Food Preparation Workers	94
Food Service Managers	11
Funeral Directors	12

G	
General & Operations Managers	3

H	
Hairdressers, Hairstylists, & Cosmetologists	104
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	138
Highway Maintenance Workers	134
Home Health Aides	77
Human Resources Assistants, Except Payroll & Timekeeping	120

I	
Industrial Engineers	32
Industrial Truck & Tractor Operators	152
Instructional Coordinators	54

J	
Janitors & Cleaners, Except Maids & Housekeeping Cleaners	99

L	
Landscaping & Groundskeeping Workers	100
Lawyers	43
Legal Secretaries	123

M	
Management Analysts	19
Managers of Construction Trades & Extraction Workers	125
Managers of Fire Fighting & Prevention Workers	88
Managers of Landscaping, Lawn Service, & Groundskeeping Workers	98
Managers of Personal Service Workers	101
Managers of Police & Detectives	87
Managers of Transportation & Material- Moving Machine & Vehicle Operators	144
Marketing Managers	4
Marriage & Family Therapists	38
Massage Therapists	81
Mechanical Engineers	33
Medical & Clinical Laboratory Technologists	68
Medical & Health Services Managers	13
Medical & Public Health Social Workers	40
Medical Assistants	83
Medical Equipment Preparers	84
Medical Equipment Repairers	140
Medical Records & Health Information Technicians	76
Medical Transcriptionists	85
Mental Health & Substance Abuse Social Workers	41
Mental Health Counselors	39
Middle School Teachers, Excluding Special & Vocational Education	49
Mobile Heavy Equipment Mechanics, Except Engines	137

N	
Network & Computer Systems Administrators	27
Network Systems & Data Communications Analysts	28
Nonfarm Animal Caretakers	102
Nursing Aides, Orderlies, & Attendants	78

O	
Occupational Therapists	63
Operating Engineers & Other Construction Equipment Operators	129
Optometrists	59

P	
Painters, Construction & Maintenance	131
Paralegals & Legal Assistants	44
Payroll & Timekeeping Clerks	116
Personal & Home Care Aides	106
Personal Financial Advisors	21
Pharmacists	60
Pharmacy Technicians	73
Photographers	56
Physical Therapist Aides	80
Physical Therapist Assistants	79
Physical Therapists	64
Physician Assistants	61
Police & Sheriff's Patrol Officers	91
Police, Fire, & Ambulance Dispatchers	122
Preschool Teachers, Excluding Special Education	47
Public Relations Specialists	55
R	
Radiologic Technologists & Technicians	71
Real Estate Sales Agents	114
Receptionists & Information Clerks	121
Recreation Workers	108
Registered Nurses	62
Residential Advisors	109
Respiratory Therapists	65
Retail Salespersons	110
Roofers	132

S	
Sales Managers	5
Sales Reps, Wholesale & Manufacturing, Excl. Technical & Scientific Products	113
Sales Reps, Wholesale & Manufacturing, Technical & Scientific Products	112
Secondary School Teachers, Excl. Special & Vocational Education	50
Securities, Commodities, & Financial Services Sales Agents	111
Sheet Metal Workers	133
Social & Community Service Managers	14
Social & Human Service Assistants	42
Special Education Teachers, Middle School	52
Special Education Teachers, Primary School	51
Special Education Teachers, Secondary School	53
Speech-Language Pathologists	66
Substance Abuse & Behavioral Disorder Counselors	36
Surgical Technologists	74
Surveyors	30

T	
Taxi Drivers & Chauffeurs	150
Telecommunications Line Installers & Repairers	139
Tellers	117
Training & Development Specialists	18
Transportation, Storage, & Distribution Managers	9
Truck Drivers, Heavy & Tractor-Trailer	148
Truck Drivers, Light or Deliver Services	149

V	
Veterinarians	67
Veterinary Assistants & Laboratory Animal Caretakers	86
Veterinary Technologists & Technicians	75
Vocational Education Teachers, Postsecondary	46

W	
Waiters & Waitresses	96
Water & Liquid Waste Treatment Plant & System Operators	142